Victorian U18 Team Manager – Role Description

Summary

Ultimate Victoria is seeking a Team Manager to support the Head Coach in preparing the Victorian U18 state team to compete at the Australian Youth Ultimate Championships.

Tasks

Responsibilities include:

- Undertake overall coordination and administrative duties required to support the team and individuals involved throughout the entirety of the campaign from selection events to the championships
- Establishing clear lines of communication with players and parents and ensuring that information is delivered in a clear and timely manner
- Coordinate fundraising ventures
- Coordinate travel and accommodation needs in consultation with coaching group
- Coordinate team uniforms in consultation with Ultimate Victoria
- Coordinate billets for players at training camps if required
- Looking after team finances, i.e. keeping a team budget, collecting money from players, and tracking all costs in a transparent manner
- Prepare the following for review by Ultimate Victoria
    - Preliminary budget with anticipated costs per player for the campaign to include expected income (player instalments) and expenditure (total campaign costs)
    - Final budget with actual costs following the completion of the campaign

Essential Criteria

- Display a strong work ethic and well developed interpersonal and communication skills
- Attendance at Australian Youth Ultimate Championships in Beenleigh, QLD on 12th – 14th July
- Attendance at Victorian selection days
- Current Working with Children Check: Free – apply here: https://online.justice.vic.gov.au/wwccu/onlineapplication.doj
- Work effectively with the appointed Head Coach & Assistant Coach
- Not appointed to hold a coaching position for this campaign

Desirable Criteria

- Previous experience with coordinating travel and accommodation logistics with travelling teams
- Previous Team Manager experience
- Previous experience with finances and managing budgets, particularly for sports team campaigns
- Commitment to attend weekly training
- Knowledge of social media

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Remuneration

The role is essentially a volunteer position, but reasonable costs will be covered by the team

- Part or all of travel costs to the tournament, and any accommodation costs as necessary. These costs are to be borne partly by the players trying out for and selected to the team, so it is imperative that the leadership group act to minimize these costs.
- All of travel and accommodation costs are to be covered by the team if there are a maximum of three people in the leadership group (Head Coach, Assistant Coach, Team Manager).
- If there are any more than the maximum three people (e.g two Assistant Coaches instead of one) it is then expected each person will contribute a portion of their travel and accommodation costs.

How to apply

Complete the **Application Form** provided with consideration given to the selection criteria. Submit the application form to jack@ultimatevictoria.com.au by **Tuesday 19th February**. The **Application Form** is available on the website.

Any questions or queries can be directed to the UV Development Officer before the due date
Email: jack@ultimatevictoria.com.au
Phone: 0412 129 157 (9am – 5pm, unless otherwise arranged)

Appointment Process

An Appointment Panel will review all written applications and approved by the UV Board, which are due by **Tuesday 19th February.**

If necessary, the appointment process may involve a brief phone interview.

It is anticipated that the Team Manager role will be appointed within two weeks following the close of applications.