

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.

Key activities:

- 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
- Communicate information to players and parents 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
- Read and understand AFDA & UV policies, codes of conduct and event related procedures
- Ensure players are aware of and comply with AFDA policies, codes of conduct and event related procedures
- Understand and follow procedures outlined in the State team manager manual provided and/or as directed
- Oversee team finances, i.e. create and adhere to a team budget, collect money from players, track costs & finances in a transparent manner, and process refunds to players where required at the conclusion of the campaign
- Prepare the following for review by Ultimate Victoria:
 - Preliminary budget with anticipated costs per player for the campaign including expected income (player instalments) and expenditure (total campaign costs)
 - Final budget with actual costs following the completion of the campaign
- Contribute to the submission of a post campaign debrief report to Ultimate Victoria, capturing successes, challenges, and suggestions for improvements to the overall process

Essential Criteria

- Strong work ethic
- Strong interpersonal and communication skills
- Attendance at Australian Youth Ultimate Championships (July 2020)
- 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



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- Previous Team Manager experience
- Previous experience with finances and managing budgets, particularly for sports team campaigns
- Commitment to attend majority of training sessions
- Knowledge of social media and/or capacity to operate team Facebook page

Allowances

The role is a volunteer position, but reasonable costs for this role are to be covered by the team. Costs will be covered evenly by the players selected to the team, so it is imperative that the leadership group act to minimise these costs. The following will apply:

- Part or all of travel costs to the tournament, staff registration fees and any accommodation costs as necessary are to be covered
- For a leadership group comprising of a maximum three people (e.g. Head Coach, Assistant Coach, Team Manager), all costs listed above are to be fully covered
- For a leadership group comprising of any more than three people (e.g. Head Coach, 2 x Assistant Coaches, Team Manager), each staff member is required to contribute a portion for each of the above costs
- Players are only expected to cover the costs listed above to the equivalent of three staff

How to apply

Using the **Application Form template** provided, complete a written application and submit to jack@ultimatevictoria.com.au by **Tuesday 18th February**. The **Application Form template** is available on the website.

Applications for **Team Manager** roles should include the following information:

- Details addressing the essential and desirable criteria sections listed above.
- Contact details for 1-2 referees. Note that these referees may only be contacted if you are shortlisted.
- Feel free to also include a summary of any information not included above such as prior experiences, written testimonials or anything else you deem significant to address the role description.

Further information

When submitting your application please title it as NAME-DIVISION-POSITION

e.g. John Smith – U18 Mens – Team Manager

All written applications will be reviewed which are due by **Tuesday 18th February**, with successful applicants approved by the UV Board.

The appointment process may involve a brief phone interview.

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

Any questions or queries can be sent to jack@ultimatevictoria.com.au before the due date.