Victorian U22 Team Manager

Role Description and Application Process

Summary

Ultimate Victoria is seeking a Team Manager to support the Head Coach in preparing the Victorian U22 state team to compete at the Australian Under 22 Ultimate Championships.

Key activities include:

- Supporting the coaches and selectors in administrative duties including prior to and during the event
- Establishing clear lines of communication with players 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, etc and tracking all costs in a transparent manner
- Providing a preliminary budget to UV with anticipated costs per player for the campaign to include expected income (player instalments) and expenditure (total campaign costs)
- Providing final budget to UV with actual costs following the completion of the campaign

Skills and Experience

- Strong interpersonal skills and communication
- Attendance at Australian Under 22 Ultimate Championships 23rd-25th November 2018 in Perth
- Attendance at Victorian selection days (3) – Saturday 21st, Sunday 22nd and Saturday 28th July
- 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
- Not a current playing member of a State U22 Team

Desirable Skills and Experience

- Previous experience with coordinating travel and accommodation logistics with sports teams
- Previous Team Manager experience
- Previous experience with finances and managing budgets, particularly for team campaigns
- Commitment to attend most training sessions

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Remuneration

As a volunteer position, part or all of travel costs to the tournament, and any accommodation costs as necessary will be covered. These costs are to be borne partly by the players trying out for and selected to the team, so it is imperative that coaches act to minimize these 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 **11.59pm Tuesday 19th June**. The **Application Form** is available on the website.

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

Appointment Process

An Appointment Panel will review all written applications, which are due by **11.59pm Tuesday 19th June.**
Please send all applications to jack@ultimatevictoria.com.au

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.