

Australian Team Manager Job Description & EOI

SKATE AUSTRALIA - INLINE HOCKEY AUSTRALIA

- **2023 WORLD CHAMPIONSHIPS &**
- **2023 INTERNATIONAL TOURNAMENTS**

MANAGER – TERM: From time of appointment until 31 December 2023

Job title:	Inline Hockey Australia Team Manager
Location:	TBC
Events:	World Championships and/or International tournaments (applicants to specify)
Responsible to:	Inline Hockey Australia Technical Committee
In Collaboration with:	Inline Hockey Australia Team Coach

Inline Hockey Australia is currently seeking applications for the roles of Team Manager for the;

1. 2023 World Championships in the divisions of Junior Women; Junior Men; Senior Women and Senior Men. [Locations and dates for World Championships have yet be confirmed].
2. 2023 targeted international tournaments across a range of divisions. Discussions are currently occurring in order to finalise attendance at targeted international tournaments in 2023.

Applications need to specify whether they are applying for World Championships divisions and/or general international tournaments.

A prerequisite in submitting an EOI is that you are attending the 2022 National Inline Hockey Championships being held in Logan, Queensland from Saturday 24 September 2022 to Saturday 2nd October 2022.

Main Duties and Responsibilities

- Once team has been announced, make contact with athletes selected in order to commence communications working collaboratively with the appointed coach.
- To coordinate all efforts to meet the needs of athletes and coach to minimise problems before and on tour.
- Planning dates and arrangements including travel, accommodation, transportation and costs in conjunction with the Inline Hockey Australia Technical Committee.
- To supervise the coordination and ordering required team clothing.
- Manage the Team at the championship/tournament
- To ensure there is regular communication and updates with athletes and the coach on tour.
- To liaise between the coach and the team on organisational matters.
- To lead the team and meet all protocol responsibilities while on tour.
- Ensuring all team members complete Sport Integrity Australia Anti-Doping eLearning in line with World Skate competition requirements.
- To implement appropriate Health and Safety procedures and undertake regular Risk Assessment in line with Skate Australia's guidelines.
- Adhere to the Skate Australia's Team Manager Code of Conduct.



- Keep the appointed Team Coach informed of all relevant management business.
- Must prepare a report for the Inline Hockey Australia Technical Committee summarizing all team management issues/any recommendations for improvement within one month of the completion of the Championship/tournament.

General

- The Manager will accept the decision of the Inline Hockey Australia Technical Committee or Skate Australia as final in respect of all matters.

Grievances

- The Manager will report any grievances promptly to the Team Coach and together inform the Chair of Inline Hockey Australia, to be dealt with confidentiality using appropriate procedures. The Manager will maintain the confidentiality of these matters.

Termination of Appointment

- Skate Australia shall be able to terminate the appointment in the event of a breach of the terms of this appointment by the Manager. Written notice of the alleged breach must be given to the Manager.

NOTE: Inline Hockey Australia/Skate Australia reserves the right to combine Team Manager roles and as such may be asked to manage more than one team.

To be eligible to apply the role of Team Manager, the following criteria must be met:

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> ● Hold and maintain a current Working with Children’s Check or State equivalent. ● Hold a valid senior First Aid Certificate (Including resuscitation) or prepared to acquire one. ● Completed “Play by the Rules” Child Protection and Safeguarding unit. ● Be a current member of Skate Australia with good standing ● Have completed the Sport Integrity Australia Anti-Doping Fundamentals course (formerly level 1) and Annual Update 2022 (formerly level 2). ● Have completed the Sport Integrity Australia Competition Manipulation and Sports Betting unit. ● Have completed the Sport Integrity Australia Ethical Decision Making unit (two courses) (May be completed within one month post-appointment).
Experience & Skills	<p>Essential</p> <ul style="list-style-type: none"> ● Previous experience as a team manager at an international inline hockey competition or applicants with considerable experience as team manager of State Teams at National Championships ● Demonstrated understanding of the roles and responsibilities of a team manager of inline hockey teams. ● Strong planning and organisational skills ● Excellent communication and interpersonal skills. ● Capable of driving a manual small transport vehicle both within Australia and overseas (e.g. up to 15 person vehicle & trailer) and ability to apply for an international motor vehicle driver’s license. ● Must have a current email address as well as basic computer skills for communicating with team members.



	<ul style="list-style-type: none"> ● Must have demonstrated financial skills for administering a team budget for meals etc, and be prepared to provide an account of all monies expensed, together with receipts. ● Be objective and consistent. ● Demonstrated skills in the area of facilitation and negotiation. ● Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
Additional criteria	<p>Must be;</p> <ul style="list-style-type: none"> ● Committed to contacting players on a regular basis outlining expectations, fitness program, training schedules etc. ● Committed to making yourself available for teleconference meetings as called by the Chef de Mission and/or the Inline Hockey Australia Technical Committee. ● Prepared to travel with team members. ● Prepared to stay in team accommodation and may not share accommodation with children/spouse/family/friends.

A condition of all volunteer appointments is that effective from July 2001 Skate Australia Inc adopted a Member Protection Policy that sets out requirements for mandatory screening and declarations for volunteer roles within Skate Australia. The latest version of the Skate Australia'S MPP is available on the Skate Australia [website](#) for your information.

Bylaw '6' in relation to the appointment process for Team Managers and Team Coaches is available on the Skate Australia Inc [website](#) for your information.

The successful applicant will be required to sign a Team Manager Agreement and abide by the Skate Australia Limited Constitution and Bylaws.

This is a volunteer role.

Please forward your 1-2 page resume and cover letter outlining your experience in the desired areas in the first instance to: inlinehockeyaustralia.nec@gmail.com noting **2023 ILHA Team Manager** in the subject line.

Applications close at Midnight (QLD TIME) on Sunday the 11th of September

APPLICANTS MUST BE A CURRENT FINANCIAL MEMBER OF SKATE AUSTRALIA LIMITED AS AT THE DATE APPLICATIONS CLOSE AND AT THE DATE OF THE COMPETITION.

