

Australian Women's Masters Team Manager

Position Description

October 2017

Summary

The Team Manager plays a vital role in coordinating the activities of the team leading into and during events in which Australian Women's Masters Teams compete. The Team Manager plays a critical role supporting the welfare of the players whilst making sure that off field matters are dealt with efficiently.

The Team Manager provides support to the Coach, Assistant Coach and other members of the off field team.

Responsible to: HA Women's Masters Council through the National Program Coordinator

Responsible for:

- Liaising with all team members, coaches and officials to ensure all are informed of their responsibilities in relation to the event, training, competition and official functions
- Attending to administration matters as directed by the HA Women's Masters Council including completion of essential forms, payment of monies
- Ensuring that all players are informed of uniform requirements and orders are lodged on time
- Ascertaining and documenting the team's travel arrangements to ensure arrival at the venue on the required date and time.
- Ensuring that every player has read and agreed to relevant Codes of Conduct in writing before event commences.
- Attending meetings as required such as Managers briefing, team meetings
- Ensuring adequate planning and communication of day to day activities in consultation with other team officials
- Promoting a positive team environment through organised activities
- Ensuring the early identification and management of any issues within the team that may adversely affect performance at the event
- Referral of serious issues eg. breach of Code of Conduct to Chef de Mission if necessary
- Managing and coordinating tasks related to games such as submission of match sheets in either paper or electronic formats

- Completion and submission of a Manager’s report using the template provided, within one month after the conclusion of the event.
- Return of agreement to Codes of Conduct signed by every player to HA Administration Officer post event.

Essential Skills:

- Previous manager experience, especially at Masters level including working within a budget
- Ability to communicate effectively
- Ability to problem solve and use initiative within HA guidelines
- Ability to work in a team environment
- Ability to prioritise and complete tasks with little or no supervision
- Understand the importance of maintaining confidentiality
- Ability to identify, manage and work collaboratively to resolve conflict
- Willingness to escalate issues that remain unresolved to the National Program Coordinator
- Demonstrated effective organisational skills and adherence to required timelines
- A management style and attitude which reflects the core values of HA being leadership, integrity, excellence and inclusion
- Awareness of and willingness to abide by FIH and HA policies and procedures including Code of Conduct
- Hold a current drivers’ licence (not essential for overseas tours)

Remuneration:

The role is voluntary and self funded.

Performance Review

The HA Women’s Masters Council will review performance after each event.

As a nominating Team Manager, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Team Manager’s Name

Team Manager’s Signature

Date