

Team Manager - Application and Position Description

POSITION TITLE: SPORT TEAM MANAGER

Position Outline:

All UC Sport representative teams require a Team Manager (TM). The TM will assist in the recruitment, coordination and management of the sporting teams competing at the 2021 UniSport Nationals. The TM is required to liaise with UC Sport and the University Team Manager (UTM).

Remuneration:

The role of a Sport TM is classified as a volunteer position. However, subsidies are available to TM's to cover some of their expenses towards the Nationals Events.

In 2021, the total subsidy available for a TM is \$150.

- \$25 subsidies are available for attending the four on campus TM meetings
- \$50 subsidy available for attending the TM Leadership Day

Benefits:

Written and verbal references can be provided upon request, post event.

Should a Teams Manager be forced out of a playing role due to high quality recruits, they are still guaranteed a place at the event as a "non-playing" Team Manager. Therefore a benefit of the role is a guaranteed place at the Nationals Event.

Reporting Line:

UTM – UC Sport Uni Sport Manager

Requirements:

The Sport TM must have expectational organisational skills. The TM must also have a broad knowledge of their chosen sport, have previous experience in a leadership role and be available to attend TM meetings.

The Team Manager must conduct themselves maturely, responsibly and fairly at all times when acting as a representative of UC Sport. TMs will display leadership and act as a mentor to their fellow team members.

TMs will be required to have a Working with Vulnerable Peoples Check.

Please see the next page for TM roles and responsibilities.

Roles and Responsibilities:Prior to the Games:

1. Attend Orientation events, if requested, to promote your sport.
2. Attend all scheduled TM meetings.
3. Liaise with, and maintain regular contact with the UTM.
4. Manage applications and team lists for your sport. This includes making contact with new applicants and providing regular communication regarding team trials, team selection, training and event details.
5. Organise at least 2 selection trials in conjunction with the UTM and/or Sport Coach, assist in the selection of the best possible team to represent UC Sport (it is mandatory that the team is selected on ability only. If you anticipate a conflict of interest with friends, please consider carefully before applying).
6. Organise at least 5 training sessions prior to the event.
7. Assist team members with the registration process if applicable.
8. Determine event logistics – eg. Will your team hire a car? Will you organise group meals?
9. Organise a fundraiser for your team (recommended, optional).
10. Attend any functions as required, including UC Sport launch events.

During the Games:

1. Ensure that all athletes in the team comply with the UC Sport Participation Agreement and the UC Code of Conduct.
2. Report to the UTM on a daily basis, notifying the staff member of results, incidents, playing breaches, forfeits or misbehaviour by team members.
3. Ensure your team is aware of the sport schedule and transport options.
4. Ensure that all UC Sport team duty requirements are met (scoring, boundary running etc.)
5. Attend any team meetings, dinners or functions as organised by the UTM.

After the Games:

1. Ensure any loaned equipment is returned one week after the event.
2. Provide suggestions to assist the UTM to improve the event or experience in the future.

2021 UC Sport Captains

Team Captaincy appointments will be made in May 2021. All TMs will be eligible for nomination to fill the captaincy role.

Team Manager - Application and Position Description

Name:	
Student Number:	
Mobile Number:	
Email Address:	
Sport:	
Degree:	

Please answer the following questions in detail:

1. Why are you interested in being a Team Manager?
2. What skills do you have that you believe are required to competently fulfil this role?
3. Do you have any prior experience as a leader or as a captain? If yes, please explain.
4. What are some strategies you will use to ensure your team is successful?
5. Have you previously attended a UniSport Nationals/Uni Games event? If yes, please detail below.

All applications are to be emailed to tameka.collins@canberra.edu.au.
Applicants will be notified of the status of their application within 2 weeks.
Successful applicants will be required to attend an interview with the UC Sport UTM.

University of Canberra
Locked Bag 1 ACT 2601 Australia
T +61 2 6201 5111
canberra.edu.au

Australian Government Higher Education
Registered Provider Number (CRICOS) #00212K