

# **SOFTBALL SA Inc STATE / REPRESENTATIVE TEAM TEAM MANAGER**

## **POSITION DESCRIPTION**

### **PRIMARY PURPOSE OF THE ROLE:**

The focus of the role of a Team Manager for Softball SA Inc is to provide the administrative support for a State / Representative Team to which the Team Manager is appointed.

The role of the Team Manager is to:

- Provide administrative support to the Head Coach in all areas of off-field activities;
- Formulate and implement rules for the welfare and conduct of all members of the team while in camps, at training and participating in domestic tournaments and / or National Championships;
- Ensure that all members of the team observe the obligations entered into when signing Softball SA Inc Player and Officials Agreements.

### **QUALIFICATIONS:**

The Team Manager shall:

- Be a current registered member of Softball SA Inc;
- Preferably have, but not compulsory, at least 2 years experience in the administrative activities associated with a State, Representative or club team;
- Be required to have successfully completed the updated version of Play by the Rules;
- Be required to attend a Member Protection Session conducted by Softball SA Inc;
- Be in possession of a current National Police Certificate;
- Be in possession of a current First Aid Certificate;
- Be in possession of a current Driver's Licence.

### **TERM OF APPOINTMENT;**

The appointment to the position of Team Manager is for a one (1) year period.

### **PERSONAL ATTRIBUTES:**

#### **PERSONAL**

- Possess good time management and administrative skills and be well organised;
- Possess effective communication skills, both oral and written;
- Have an innovative and energetic style;
- Be prepared for and have an acceptance of irregular and long hours of work;
- Have a strong personal drive towards achievement of goals;
- Have the capacity to travel domestically and interstate for extended periods;
- Have sound financial skills;
- Display sound judgement in the application of disciplinary rules in situations of stress.

#### **SPORT ACUMEN**

- Have a reasonable knowledge of the standards and demands of National Championship / Tournament requirements;
- Maintain a "Duty of Care" to the members of the team for whom they are responsible.

#### **SPORT DELIVERY**

- Have integrity and maintain confidentiality about sensitive issues affecting players and officials, including success in managing individual differences and group dynamics;
- An ability to co-ordinate simultaneous streams of activity under pressure;
- An ability to identify potential trouble spots and move quickly to neutralise them;
- An ability to earn respect and co-operation from a diverse group of athletes.

## TASKS

The Team Manager shall:

- In conjunction with the Head Coach, plan and prepare budgets for team camps, if applicable, and for domestic or National Championships / Tournaments that the team is to participate in and seek approval of such from the Softball SA Inc Operations Manager;
- Ensure that all members of the team have signed the current Softball SA Inc Player and Officials Agreement Form prior to embarking on any domestic or National Championship / Tournament;
- Liaise with Softball SA Inc Office staff in planning of all travel and accommodation for the team while the team is in attendance at a National Championship / Tournament;
- Liaise with the Softball SA Inc State teams project manager in the requirements for supply of team uniforms, training tops, etc;
- Attend all camps, if any, and supervise off-field activities for the team;
- With the assistance of the Head Coach, other support staff and the athletes draw up a code or rules for the whole team while attending any domestic or National Championship / Tournament;
- Ensure that the code or rules are observed by all members of the staff and team;
- Draw to the attention of the Head Coach any serious breach of the code or rules and together with the Head Coach determine the necessary disciplinary action;
- On arrival at a domestic or National Championship / Tournament contact the host staff and officials and comply with their requests concerning any housekeeping arrangements required by them;
- Oversee the travel arrangements for the team while involved in a National Championship / Tournament and take any necessary action to respond to travel difficulties that may arise;
- Ensure adequate meals are available for team members, both at the ground and while in off-field time;
- Ensure that adequate procedures are implemented for the care of team uniforms and equipment while the team is in attendance at a National Championship / Tournament;
- Ensure adequate medical attention is obtained in the event of any injuries or illness befalling any member of the team while the team is in attendance at a National Championship / Tournament;
- Consult with the Head Coach in planning activities on free days while the team is in attendance at a National Championship / Tournament;
- Ensure all team members are aware of daily schedules while the team is in attendance at a National Championship / Tournament;
- Make alternative accommodation arrangements to meet emergencies that may arise while the team is in attendance at a National Championship / Tournament;
- Monitor closely all expenditure for domestic and interstate trips to ensure that it remains within approved budget limits;
- Arrange for the counselling of any player who is deemed in need of such counselling while the team is in attendance at a domestic or National Championship / Tournament;
- Support any formal drug testing program while in attendance at a National Championship / Tournament and make such arrangements as are required by the drug testing authority;
- Provide assistance as requested by the Head Coach to other members of the Team Staff in the activities required of them;
- At the conclusion of each domestic or National Championship / Tournament the team participates in, prepare a report in accordance with the required reporting format, addressed to the State Teams Committee, particularly drawing attention to problem areas which developed during the team's participation and the steps taken to respond to them;
- Liaise with the State team project manager to ensure compliance with the player/official payment agreement.
- Keep accurate records of team expenditure and provide reconciliation to the Softball SA Inc Operations Manager within 14 days of the conclusion of the National Championship Tournament together with any unused team funds.

## **RESOURCES**

The Team Manager shall have the following resources available for the execution of the role:

- A budget for each distinct phase of the program which has been approved by the Softball SA Inc Operation Manager;
- A copy of the current State & National League Team Manager's Hand Book;
- Support staff and team members allocated by the Head Coach to assist the Team Manager in specific areas of responsibility;
- Such resources as are allocated by the Head Coach;
- Assistance from the Office of Softball SA Inc as negotiated with the State Teams Project Manager;
- Such assistance as is provided by the hosts of any domestic or National Championship / Tournament in which the team participates.

## **ACCOUNTABILITY**

The Team Manager is appointed by the Softball SA Inc and is accountable to the State Teams Project Manager of Softball SA Inc. While participating at a National Championship / Tournament, the Team Manager is accountable to the Head Coach.

The Team Manager is expected to develop and maintain communications with:

- The other members of the Team Staff;
- All athletes selected in the team;
- The Softball SA Inc State Teams Project Manager;
- The appointed Team Managers of the other participating National Championship / Representative Teams;
- The officers and staff of the host organisation at any domestic or National Championship / Tournament;
- Other persons nominated by the Head Coach;
- The Softball SA Inc Operations Manager.

The Team Manager is expected to comply with the Rules and Regulations of Softball SA Inc and in particular the following:

- Softball SA Inc Member Protection Regulations;
- Softball Australia's Anti-Doping Policy.

## **KEY PERFORMANCE INDICATORS**

The Team Manager should expect to negotiate a set of Key Performance Indicators (KPI's) with the Head Coach. These would be reviewed periodically and will be a principal basis for any review of the Team Manager role. They may be expected to cover, but not be limited to:

- Adherence to the approved plans and budget of the team;
- The smooth running of all administrative aspects of the program;
- The assistance provided by the Team Manager to other members of the Team Staff, especially while in attendance at a National Championship / Tournament;
- The interpersonal relationships that the Team Manager maintains with other members of the Team Staff and with the players;
- The quality of the arrangements for travel, meals and accommodation while the team is in attendance at a domestic or National Championship / Tournament;
- The off-field behaviour of the team, particularly as perceived by host organisations visited by the team;
- The quality of the communication with Softball SA Inc State Teams Project Manager and office staff;
- Adherence to the terms of any Softball SA Inc Officials' Agreement and staff roles and responsibilities entered by the Team Manager.