



## Position Description - National Team Manager

### 1. Touch Football Australia

Touch Football Australia (TFA) is the governing body for the sport in this country and as such, we have a number of responsibilities and key roles that we perform for our members. We are responsible for providing leadership for our state organisations, as well as sustainability for the sport in Australia, and internationally.

Touch Football Australia manages the elite, high performance teams across various international events. These events include Opens, Youth and Masters Trans-Tasman Test Series and World Cup championships, where Australia is considered a pinnacle nation of the sport.

The following position is voluntary and user pays. Touch Football Australia may from time to time offset some of the costs associated with the role.

### 2. About the Role

The team manager will be required to manage the best interests of the team, within the parameters of Touch Football Australia's policies, procedures, and culture. The team manager will be the primary point of contact between the team and Touch Football Australia. Communication between the athletes, coaching staff, support staff and TFA will be a primary component of the position, along with strict enforcement of TFA's High Performance recovery and hydration protocols.

The team manager will report directly to the High Performance & Pathways General Manager, while the High Performance & Pathways Coordinator will provide operational support. The team manager will manage the team at all camps and all overseas tours, as well as any competitions in Australia.

This position is a voluntary position. Touch Football Australia will cover all related team expenses associated with this role ie laundry, snacks, ice.

### 3. Key Responsibilities

The Team Manager will be responsible for:

1. To manage the national team/squad to which the appointment is made.





2. To liaise with the coach and TFA High Performance (HP) & Pathways General Manager and Coordinator to ensure implementation of Touch Football Australia policies.
3. The management of team finances within the set budget at camps, tours and events in Australia and overseas.
4. Manage the relevant National team/squad (athletes and coaching staff) as officially appointed by Touch Football Australia, pertaining to tasks including (but not limited to): logistics, laundry, nutrition, hydration, recovery, medical.
5. To assist the coach in arranging team training sessions and attend sessions if located in a locality close to the manager's place of residence.
6. Provide, implement and monitor adequate athlete hydration and nutrition methods during training sessions, team/squad camps, and throughout the duration of the tournament.
7. To provide water and ice for training sessions and for games during the tournament.
8. To liaise with the coach and team management regarding administrative matters and specific issues such as media, photographs, transport, accommodation, and meals etc.
9. Must be prepared to keep contact details and team attendance records during period of appointment.
10. Ensure all forms and e-forms are filled in properly and signed by players and then returned. Ensure you have a copy of all relevant information whilst the team is on tour eg. medical.
11. To assist the coach in ensuring the conduct of the team is beyond reproach.
12. Be prepared to assist the players with any nutritional or other special requirements.
13. Ensure the needs of the players are well catered for.
14. Provide basic counselling and a 'listening ear' to players and coaching staff when required and employ conflict resolution methods where necessary. Communicate all issues to tour management **immediately**.
15. Ensure athletes and team staff are always in appropriate uniform – this includes socks and hats.
16. Be responsible for hire vehicles while on tour, any fines or damage costs are the responsibility of the manager/coach/allocated driver. Ensure hire vehicles are returned with a full tank of fuel. Cost of fuel will be reimbursed after all events. Receipts need to be retained and provided to TFA staff for reimbursement purposes.
17. Be responsible for petty cash while on tour ensure that all receipts and a record of items without receipts are kept at end of tour. Reconcile and return receipts and all unexpended money to the TFA HP staff.
18. Provide the TFA High Performance General Manager with regular written reports when required.
19. Comply with all TFA Volunteer Code of Conduct requirements.



## Tour Specifics

Responsibility	You are responsible for your team members at ALL times, this includes ensuring all members make it to required check points, commitments, and functions.
Ground Schedule	A schedule will be provided for you for the duration of the tournament – this will have the movements of all teams. This will be updated each day at the managers meeting, and re-distributed daily. If you change any of your scheduled plans, please inform the High Performance & Pathways Coordinator immediately.
Ground Transport	Each team will generally their own bus or buses for which there is a specific driver allocated. Each team will be required to have a nominated driver for each vehicle. Please ensure that only these individuals drive the vehicles.
Managers Meetings	Will be conducted each day at a time TBC. It will be your responsibility to attend all meetings and inform your coach and teams of any relevant information.
Meals	Depending upon the event, these may be pre-organised by TFA staff for the entire group, or you may be advised that this is part of your responsibility. You may need to coordinate meals for your team for lunch, dinner and snack requirements.
Washing	Where possible this will also be pre-organised for the group by TFA staff, however, this maybe another responsibility that rests with the manager, depending upon the type of event. Incidental costs for laundry powder and machine use will be reimbursed by TFA.
TFA Policies	The TFA Code of Conduct, Member Protection Policy, and Anti-Doping policy are all available on the TFA website and expected to be always adhered to.

