



Position Description

National Team Manager

Touch Football Australia

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

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

The following position is voluntary and user pays. TFA may occasionally offset some of the costs associated with the role.

About the Role

The team manager will be required to manage the best interests of the team, within the parameters of TFA's policies, procedures, and culture. The team manager will be the primary point of contact between the team and TFA. Communication between the athletes, coaching staff, and 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 General Manager of Performance, while the High Performance Coordinator will provide operational support. The team manager will manage the team at all camps, overseas tours, and competitions in Australia.

Key Responsibilities

The team manager will be responsible for:

1. Managing the respective national team/squad to which the appointment is made.
2. Liaise with the coach, General Manager of Performance and the High Performance Coordinator to ensure the implementation of TFA policies.





3. Manage team finances within the budget for camps, tours, and events in Australia and overseas.
4. Manage the relevant national team/squad (athletes and coaching staff) as officially appointed by TFA, pertaining to tasks including (but not limited to) logistics, laundry, nutrition, hydration, recovery, medical and sports science.
5. Assist the coaching team in arranging team training sessions and attend the sessions.
6. Provide and monitor athlete hydration and nutrition methods (guided by TFA's sports science expert) during training sessions, team/squad camps, and throughout the tournament.
7. Source and provide water and ice for training sessions and games during the tournament.
8. Liaise with the coaching team regarding administrative matters and specific issues such as media, photographs, transport, accommodation, meals etc.
9. Keep contact details and team attendance records during the appointment period.
10. Ensure all forms and e-forms are filled in properly, signed by players, and then returned. Ensure you have a copy of all relevant information, e.g., medical, whilst the team is on tour.
11. 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 well-being checks on all players and coaching staff and report any issues or concerns directly to the General Manager of Performance or the High Performance Coordinator.
15. Ensure athletes and team staff wear the appropriate uniform, including socks and hats.
16. Be responsible for hire vehicles while on tour. Any fines or damage costs are the responsibility of the allocated driver. Ensure hire vehicles are returned with a full tank of fuel. The 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 the end of the tour. Reconcile and return receipts and all unexpended money to the TFA HP staff.
18. Provide the TFA General Manager of Performance 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 checkpoints, commitments, and functions.
Ground Schedule	A schedule will be provided for you for the duration of the tournament—it will include the movements of all teams. When the schedule is updated, it will be communicated via the managers' meeting and re-distributed. If you change your scheduled plans, please inform the High Performance Coordinator immediately.
Ground Transport	Each team will be required to manage its own transport via the vehicle/s provided and have a nominated driver/s. Please ensure that only these individuals drive the vehicles.
Managers Meetings	It will be your responsibility to attend all meetings and inform your coach and teams of any relevant information.
Meals	Depending on the event, TFA staff may pre-organise meals for the entire group, or you may be advised that this is part of your responsibility using the funds provided by TFA. In this case, you may need to coordinate meals for your team's lunch, dinner, and snack requirements.
Washing	Where possible, TFA staff will also pre-organise this for the group. However, depending on the type of event, this may be another responsibility that rests with the team manager. Incidental laundry powder and machine-use costs will be reimbursed or paid upfront by TFA.
TFA Policies	The TFA Code of Conduct, Member Protection Policy, and Anti-Doping Policy are all available on the TFA website and are expected to be adhered to at all times.

