



SA Heat *Team Manager* Position Description 2025 DoorDash National Youth Championships

Touch Football South Australia (TFSA) are seeking to appoint **Team Manager** positions for teams competing in the following event.

2025 DoorDash National Youth Championships (NYC)

Wednesday 1st October - Saturday 4th October 2025

Coffs Harbour, NSW

Information on available positions can be found below. Please complete the online expression of interest should you be interested in any of the available positions. Expressions of interest close at 5pm Friday the 11th of April.

Position Title: The following positions are open to expressions of interest:

- U16 Girls Team Manager
- U16 Boys Team Manager
- U18 Girls Team Manager
- U18 Boys Team Manager

Reports to: Head Coach of corresponding team, in conjunction to TFSA Staff and TFSA Tour Leader.

Purpose: The primary purpose of the Team Manager is to work with the appointed coaching staff to manage and coordinate all administrative matters and logistics, within reasonable volunteer scope.

Position Description Overview: To administrate the team to which the appointment is made and assist coaching staff in establishing strong culture and expected behaviours. The Team Manager must be an ambassador for TFSA and role model within the team through demonstrating highly effective communication, interpersonal and organisational skills. The Team Manager must work collaboratively with other appointed coaching and management staff to ensure a high-quality representative program is facilitated for both them and the players they are leading.

Duties and Responsibilities: The Team Manager will have the following duties and responsibilities for the team to which the position is appointed.

- Manage the team, while working collaboratively and efficiently with TFSA staff, the Volunteer Tour Coordinator and coaching staff.
- Regularly liaise with TFSA staff, the Volunteer Tour Coordinator and Head Coach regarding team administrative requirements and specific issues such as ambassadorship, medical, photographs, finances, transport, accommodation, meals, and athlete recovery protocols etc.
- Ensure all required forms are checked, compiled and completed within specified deadlines.
- Assist in the implementation of TFA policies and values.
- Liaise with TFSA staff, the Volunteer Tour Coordinator and the Head Coach regarding any arrangements/requirements for training sessions including requirements for attendance.
- Maintain contact details of team members for period of appointment.
- Ensure the needs of the athletes are well catered for and promote positive team interactions.



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- Be responsible, accountable and transparent for team finances and expenditures, including reconciliation through records and receipts.
- Provide input and feedback, where appropriate, on tour administration, and suitability of appointed positions and athletes for future appointments.
- Be responsible for hire vehicles and reporting any other damages or losses on tour.
- Be prepared to coordinate and participate in team fundraising activities.

Essential Attributes: The Team Manager will possess the following Essential Attributes:

- Prepared to comply with the Conditions of Appointment (below).
- Strong interpersonal, communication and organisational skills, with ability to meet deadlines.
- Ability to work with and within the TFA code of behaviour.
- Possess and display an attitude expected of a TFA/TFSA official.
- Ability and desire to promote and contribute to the development of Touch Football in SA by maintaining a state perspective, not regional, club or individual perspective.
- Ability to work under pressure whilst still achieving objectives.
- Hold and maintain all required Working with Children Checks in compliance with SA legislation.
- Hold a full driver's licence.
- Knowledge of TFA policy and procedures applicable to representative programs including Match Fixing and Anti-Doping.

Desirable Attributes: The Team Manager may possess the following desirable attributes:

- Medium Rigid (MR) driver's licence.
- Senior First Aid certificate (or equivalent).
- Sports Trainer accreditation.
- Completed courses to recognise competence of understanding in matters relating to Match Fixing and Anti-Doping.

The following attributes are also required from all TFA/TFSA volunteer appointments.

- Actively work as leaders within the broader organisation, with an ability to promote positive/collaborative working relationships and represent the organisation in a professional manner.
- Actively promote a positive culture among the appointed group, reflective of the organisation's expectations for all participants within the sport, and above all else in line with TFA Code of Conduct and other policies.
- Display an ability to work independently as well as within a team environment.
- Actively communicate and prepare for specific requirements of the role.
- Complete agreed assigned tasks to the expected standard of the organisation.
- Maintain absolute confidence with any confidential or Intellectual Property related information of the organisation.
- Hold and/or obtain required accreditations to undertake the role.
- Support TFA in the coordination and development of other volunteers.
- Aiding in conflict resolution as required.





Conditions of Appointment: The following conditions of appointment must be met:

- Perform the requirements of the position as per the Duties and Responsibilities above.
- Demonstrate the Essential Attributes as above.
- Be prepared to accept the Tenure of Appointment (below), attend the relevant event/s in the capacity of the appointed position and comply with travel requirements set by the TFSA staff.

Tenure of Appointment: The Team Manager position shall be appointed to perform the duties and responsibilities outlined above for the team/s they are appointed to for the:

Appointment and Duties/Responsibilities will commence from the time that a Letter of Offer is signed through to the period that all administrative processes are finalised upon the completion of the 2025 DoorDash National Youth Championships: 1st October – 4th October 2025.

2025 DoorDash National Youth Championships

Appointment Process: All positions will be appointed via a merit-based process. Suitability for positions will be assessed through information provided in an Expression of Interest and interview process, both of which will provide applicants the opportunity to demonstrate alignment to the values of TFSA, the ability to perform the Duties and Responsibilities of the position and the Essential Attributes of the position.

For further information on this position please contact TFSA Sports Operation Coordinator, Ashlee Gould at ashlee.gould@touchfootball.com.au

