



NRL Touch Football ACT
Position Description

Job Title	Team Manager	Organisation	NRL Touch Football VIC
Location	Touch Football VIC Seabrook Reserve Goulburn St Broadmeadows, VIC	Position Type	As appointed per tournament. NYC or NTL
Remuneration	Voluntary	Date	March 2025
Reports To	VIC State Manager	Direct Reports	Sport Operations Coordinator. Head Coach
Internal Stakeholders	<ul style="list-style-type: none">• TFV Staff• TFV STAC• Performance Coaches/Staff	External Stakeholders	<ul style="list-style-type: none">• VIC Sport and Recreation.• Communities• Schools• Partners and Sponsors

Organisation Overview

Touch Football Victoria (TFV) is an alliance state member of Touch Football Australia (TFA) and forms part of a strategic alliance with the National Rugby League. The sport is Australia's largest social sport. Local membership exceeds 3000 members (2023/24) participating annually in local, state, and national tournaments.

The organisation has a vision of 'Enhance the Experience, Grow the Sport.' And within four key pillars lie strategies to grow participation, support and develop our people and achieve high performance success.

People

Participation

Profile

Performance



Touch Football Australia – Touch Football VIC office
Level 2 Sports House, 375 Albert Rd, Albert Park VIC 3206

Phone: +61 3 9681 3000

www.touchfootball.com.au/VIC

ABN 55 090 088 207



Primary Position of the Role

The Team Manager is required to manage the best interests of the team, within the policies, procedures and culture of TFV. The Team Manager will be the primary contact between the team and TFACT. Communication between athletes, coaching staff, support staff and TFV will be the primary component of the role along with strict enforcement of TFV policy and protocol.

Key Responsibilities

Elite representative Program

- Assist in the implementation of Elite Representative outcomes, within the VIC Development and Pathways Framework by leading and engaging volunteers, including peer coaches, developing and promoting a positive culture and engaging their athletes.
- Assist in the implementation and delivery of the Development and Pathways plan from Junior to Elite.
- Liaise with coaching staff regarding administrative matters and issues specific to representative competitions and tours.

Sustainable Athlete Development

- Assist in the clear articulation of TFV Development and Pathway program policies to athletes as they relate to their participation as representative athletes.
- Ensure all TID processes are fair and equitable and at all times promote the best interests of TFV.
- Focus on a holistic athlete education/management system that educates, improves and supports personal development through leadership, exposure and professional development.
- Ensure reporting is implemented that provides athletes with formal assessment and feedback.
- Ensure all records within the team are kept as per TFV/TFA privacy policies.

Maintaining the Competitive Advantage

- Assist in the delivery of training camps and any specified tours – including active planning, sound communication and risk management.
- Ensure athletes physical requirements to perform at their best are top priority, including hydration and nutrition.
- Assist TFV to liaise with all representative athletes, and parents where applicable regarding any payments and other administrative matters.

Key Relationships

- Work closely with and under the direction of Coaching Staff along with TFV State Manager and applicable staff.
- Work closely with TFV Head of Pathways and Development
- Work with and foster relationships of TFV commercial partners.
- Provide customer service to participants, volunteers, and commercial partners.





Essential Attributes

The Ream Manager will possess the following essential attributes and comply with the conditions of appointment below:

- Demonstrated extensive knowledge and experience within the sport of Touch Football.
- Excellent written and oral communication skills, supported by interpersonal skills of a high order.
- Experience in working with teams and manager work plans to achieve agreed outcomes.
- Ability to work with and within the TFA Code of Behaviour.
- Possess and display an attitude expected of a TFV official.
- Maintain a state perspective, not affiliate, club or individual perspective.
- Current VIC WWCC

