



Position Description

Touch Football Australia National Team Manager

Touch Football Australia (TFA) is the national governing body for the sport. TFA provides leadership to state organisations, drives participation and high-performance outcomes, and ensures the integrity and sustainability of the sport nationally and internationally.

TFA manages elite programs and teams across a range of international events, including Opens, Youth, and Masters Test Series, as well as World Cup championships, where Australia is recognised as a leading nation in the sport.

The following position is voluntary.

Purpose of Role

The team manager is responsible for managing the best interests of the national team/squad in alignment with TFA policies, procedures, and culture. The role serves as the primary point of contact between the team and TFA and ensures effective communication between athletes, coaching staff, support staff, and TFA.

A key focus of the role is the strict implementation and monitoring of TFA High Performance recovery, hydration, and wellbeing protocols during all team activities.

Principal Duties

- Manage the appointed national team/squad on behalf of TFA.
- Liaise with the head coach, the High Performance & Pathways Manager and GM Growth and Innovation to ensure TFA policies and procedures are implemented.
- Act as the primary communication link between the team and TFA.
- Manage team operations at all camps, domestic events, overseas tours, and competitions.
- Oversee team logistics including transport, accommodation, meals, laundry, and scheduling.
- Manage team finances within the allocated budget for camps, tours, and competitions.
- Ensure athlete hydration, nutrition, recovery, and wellbeing protocols are implemented in accordance with TFA High Performance guidelines.
- Assist the coaching staff in the delivery of training sessions and attend sessions as required.



Touch Football Australia
Suite 1/18 Napier Close, Deakin ACT | PO Box 9078, Deakin ACT 2600
Phone: +61 2 6212 2800 | Fax: +61 2 6212 2822
www.touchfootball.com.au | info@touchfootball.com.au

ABN 55 090 088 207



- Maintain accurate team records including contact details, attendance, medical information, and documentation.

Expectations/Tasks

- Attend all team camps, competitions, and tours as required.
- Manage athletes and staff at all times, ensuring attendance at scheduled activities, meetings, and functions.
- Assist with the coordination of training sessions and provide operational support to the coaching staff.
- Provide and monitor athlete hydration and nutrition during training, camps, and competition.
- Source and provide water and ice for training sessions and games.
- Liaise with coaching staff regarding administration, media, photography, transport, accommodation, and meals.
- Be responsible for hire vehicles while on tour. Any fines or damage costs are the responsibility of the allocated driver. Vehicles must be returned with a full tank of fuel. Fuel costs will be reimbursed by TFA upon submission of valid receipts following the event.
- Manage team laundry requirements where not pre-organised by TFA staff. Incidental costs (laundry powder and machine use) will be reimbursed or prepaid by TFA in accordance with policy.
- Follow the official tournament ground schedule provided for the duration of the event. Updates will be communicated via managers' meetings and redistributed as required. Any changes to planned movements must be communicated immediately to the High Performance & Pathways Manager.
- Ensure all required forms and e-forms are completed, signed, and returned, retaining copies while on tour.
- Assist the head coach in ensuring the conduct of athletes and staff is of the highest standard.
- Provide wellbeing checks for athletes and staff and report concerns to the High Performance & Pathways Manager or General Growth and Innovation.
- Ensure athletes and staff always wear correct and complete team uniform, including socks and hats.
- Attend all managers' meetings and communicate relevant information to the coach and team.
- Coordinate team meals when required using funds provided by TFA.
- Manage laundry requirements where not pre-arranged by TFA.

Line Management

- Work with the High Performance & Pathways Manager, other relevant TFA staff and HP personnel to effectively deliver the outcomes of the HP program and best support all athlete squad and player members.





- Ensure that there are professional and effective methods of positive communication between all players, TFA staff and HP personnel.

Essential Criteria

Applicants must demonstrate:

- Strong organisational and logistical management skills.
- Excellent communication and interpersonal skills.
- Ability to manage athletes and staff in a high-performance sporting environment.
- Capacity to enforce policies, procedures, and standards consistently.
- Ability to manage budgets, petty cash, and financial reporting responsibly.

Desirable Criteria

It is beneficial for applicants to have:

- Previous experience managing teams in elite or high-performance sport.
- Knowledge of athlete wellbeing, hydration, nutrition, and recovery practices.
- Experience with domestic and international touring environments.

Standards of Behaviour and Responsibilities

- Always exhibit professionalism and integrity.
- Ensure the conduct of athletes and staff is beyond reproach.
- Demonstrate strong organisational and time-management skills.
- Be proactive, adaptable, and calm in high-pressure environments.
- Adhere to all TFA policies including the Code of Conduct, Member Protection Policy, and Anti-Doping Policy.
- Uphold TFA values and culture in all aspects of the role.

Term of Appointment

Appointed for the duration of the relevant program, camp, tour, or competition, as determined by TFA.

Remuneration

Voluntary position.

All approved team-related expenses associated with the role (e.g. meals, laundry, snacks, ice, transport fuel) will be covered or reimbursed by TFA in accordance with policy.

Location

As required by the High Performance and Pathways Program schedule.





Review and Performance in Role

Feedback and support will be provided by the National Opens Head Coaches, GM Growth and Innovation, and the High Performance & Pathways Manager throughout the selection process.

Acknowledgement and Sign Off

Name	Position	Signature	Date
	National Team Manager		
	High Performance & Pathways Manager		
	GM Growth & Innovation		
	Chief Executive Officer		

