

Australian Emus Team Manager

Position Title	Australian Emus Team Manager
Reports To	HP & Pathways Manager
Also Works With	GM Growth & Innovation
Appointment Term	Through to 2026 Asia Pacific Seniors Touch Cup
Program	Australian Emus Seniors High Performance Program

Introduction

Touch Football Australia (TFA) is the national governing body for Touch Football in Australia. TFA has a strategic alliance with the National Rugby League (NRL) and operates in alignment with the Australian Sports Commission (ASC), working collaboratively with State and Territory partners to deliver the sport from grassroots to elite.

As part of TFA's strategic plan "The Next Play" (2026–2032), TFA is committed to inspiring excellence through a world-leading elite system under the "Represent Touch" strategic pillar. Guided by our organisational values of United, Inclusive, Integrity, and Excellence, this role sits within the most senior tier of TFA's High Performance coaching structure, unified by the Emus values of Endure, Mateship, Uphold and Serve.

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

Child Safe Statement

Touch Football Australia is committed to ensuring the safety and wellbeing of all Children/Young People involved in our sport. Our policies and procedures seek to address risks to child safety and to establish child safe culture and practices.

All personnel are required to hold a current Working with Children Check and consent to a National Police Check.

Our TFA Values

United	We work together, connect communities and foster strong relationships across the sport.
Excellence	We pursue high performance, continuous improvement and quality in everything we do.
Inclusion	We champion diversity, belonging and accessibility, ensuring our sport is welcoming for all.
Integrity	We act with honesty, transparency and fairness, protecting the reputation and trust of our game.

Primary Purpose of the 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.
- 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

- 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 Program Head Coaches, GM Growth and Innovation, and the High Performance & Pathways Manager throughout the selection process.

Appendix A — HP Program Structure

The diagram below illustrates the full coaching structure of the TFA High Performance program, showing reporting lines, peer relationships, squad and team layers, and selection panel participation across all three streams.

