

# TEAM MANAGER

## POSITION DESCRIPTION

### UNDER 15 GIRLS AND BOYS ZONE TEAMS 2018

Sunday, 30 September 2018 – Saturday, 6 October 2018

Melbourne, Victoria

The purpose of this handbook is to provide players and parents/guardians with a general guide on the management of zone team programs. If you have further specific questions please raise these matters with the Coach, Team Manager or contact Lacrosse SA.

**2018 ALA Under 15 Boys and Girls  
National Tournament**

**Sunday, 30 September 2018 —  
Saturday, 6 October 2018**

**Melbourne, Victoria**

## TEAM OVERVIEW

The Under 15 Girls and Boys zone teams will compete in the 2018 ALA Under 15 Boys and Girls National Tournament, Sunday 30 September 2018 — Saturday, 6 October 2018 in Melbourne, Victoria (venue to be advised), and will:

- Comprise of only eligible Lacrosse SA affiliated players.
- Provide opportunities for all athletes to develop their abilities, athleticism and knowledge throughout the trial/selection period, preparation period and in competition.
- Adhere to a preparation schedule determined by the Head Coach with an emphasis given to both discipline and performance.
- Promote a balanced approach to lacrosse and allow for personal, club, state and national team obligations.

Compete with exceptional sportsmanship, with the best interest of the game and Lacrosse SA at the forefront of their mind.

## FUNCTIONS OF THE TEAM MANAGER

The Team Manager will:

- Reinforce the vision statement and program philosophies.
- Plan, implement and evaluate all administrative aspects of the program.
- Manage the overall business and non-coaching functions of the team.
- Maintain the team finances for the duration of the program.

## AGE GUIDELINES FOR COACHES AND MANAGERS

- The age of head coaches for tournament teams shall be 25 years old at time of application or have considerable high level coaching experience.
- The age of assistant coaches for Under 15 teams be at least 18 years of age at time of application.
- Managers to be at least 25 years old at time of application.

## APPLICATIONS

All applications are to be submitted in writing to the LSA Office. Applications should include:

- Cover letter addressing the listed selection criteria.
- A completed application form.
- Required accreditations and current National Police check.

---

Post: Executive Officer, Lacrosse SA, PO Box 246, West Beach, SA, 5024

Email: [office@lacrossesa.com.au](mailto:office@lacrossesa.com.au)

Fax: (08) 8355 3360

---

All applicants will receive an email of acknowledgement and further details on the selection process including timeframes for selection.

If there are no applications or no suitable candidates, Lacrosse SA reserves the right to re-advertise or approach suitably qualified candidates to apply.

Provide overall management of the team and player safety and welfare, ensuring all off field matters are dealt with efficiently and timely. Provide support to the Head Coach and support staff.

## THE ROLE

### ADMINISTRATION

- Liaison with all team members, parents and coaches to ensure the athletes are informed of training and tournament dates, travel and accommodation, functions and other information as required.
- Ensure all equipment is safe, the first aid kit is stocked and ready for use and the players have their own drink bottle.
- Maintain effective communication channels and protocols with squad/team members that support LSA policies.
- Assist with the development and distribution of supporting documentation.
- Monitor and promote good sportsmanship and responsible public behaviour by team members.
- Travel to and from the event with the team and assume responsibility for supervising team members until they have been formally handed over to their parents at the end of the event.

### SUPPORT SERVICES

- Responsible for all team meals, uniform laundering and ensuring all players have a water bottle and are correctly attired prior to each game.
- Driving of team bus/car.
- Support players medical needs as required from details provided by their parent/guardian.
- Coordinate “off field” activities such as excursions if time and finances permit.
- Be the team contact for all Australian Lacrosse Association and host Association/Club correspondence.
- Liaison with the Coaches and parents regarding any athlete’s inappropriate behaviour, misconduct, injuries or illness.
- Ensure all welfare and safety requirements for the team are met.
- Ensure all players remain together at the tournament and support each other whilst they are representing LSA.
- Be aware of the mental health of those around you and provide emotional support to those in need.

### GOVERNANCE

- Maintain a sound understanding, support and adherence to LSA policies, including (but not limited to) the LSA Code of Behaviour, finance policies, member protection policies, child protection policies, harassment and discrimination policies and weather related policies. Players under 18 years must be supervised at all times. It is extremely important that all team managers are aware of the relevant policies.
- Attain, provide and maintain the required accreditations and checks set out in the selection criteria.
- Maintain regular contact with relevant LSA stakeholders, squad/team personnel and athletes.
- Provide a written report to LSA at the completion of the program summarising the program, calendar, results, finances, travel arrangements, other essential information and any opportunities for improvement.

### FINANCE

- Manage the team finances, keep all receipts and a record of all expenditure.
- Seek sponsorship for the team and additional funding opportunities, in consultation in LSA.

### REPORTING RELATIONSHIPS

- LSA State Teams Representative, LSA Director - Coaching, LSA Executive Officer
- Head Coach, Assistant Coach
- Medical Staff.

For further information, please  
contact the Lacrosse SA office  
(08) 8355 3350.

Applications can be forwarded to  
[office@lacrossesa.com.au](mailto:office@lacrossesa.com.au).

## SELECTION CRITERIA

### ACCREDITATION, QUALIFICATIONS AND POLICE CHECKS:

- Play by the Rules, Certificate in Harassment and Discrimination Practices.
- Play by the Rules, Certificate in Child Protection Practices.
- National Police Check (less than two years old).
- Drivers licence.

### EXPERIENCE

- Involvement in managing at a relevant club level or higher.
- Knowledge and proven capability in the holistic development of athletes.
- Experience in managing teams travelling to an event.

### KNOWLEDGE AND SKILLS

- Exceptional, planning, communication and interpersonal skills.
- Sound personnel, financial, administration and IT skills.
- Capacity to work in a team environment, facilitating commitment and adherence to team expectations, regulations and rules.

### PERSONAL ATTRIBUTES

- Positive people management abilities.
- Strong and demonstrated leadership qualities.
- Effective communication and negotiation skills.
- Core values aligning with LSA's strategic vision.

### KEY RESULT INDICATORS

- Athletes are focused, have the correct equipment including uniform, have substantial food available and are ready to participate in the tournament.
- Operates within policy parameters.

### FINANCIAL INFORMATION

- The role is a voluntary position.
- Subsidisation of travel and accommodation is offered when teams travel. Funds to support this subsidisation are drawn from the pool of paying athletes.
- LSA provide team travel packages for travelling teams and alternative arrangements are unavailable. Team members wishing to make alternative arrangements do so at their own expense and in addition to the team travel package offered by LSA.
- LSA will provide estimated costs to team members but will not provide individually itemised invoices.

### ACKNOWLEDGEMENT

I have reviewed this position description and I understand my duties and responsibilities as Zone Team Manager and am able to perform the essential functions as outlined.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_