

TEAM MANAGER

POSITION DESCRIPTION

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Lacrosse SA is the peak body for Lacrosse in South Australia and drives the vision, strategy, finances, governance and coordination of competitions and representative teams in the state. Lacrosse SA aims to provide quality high-performance programs through its various representative teams which offer athletes and coaches with significant development opportunities and an exceptional Lacrosse experience.

TEAM OVERVIEW

The Under 15 Girls and Boys zone teams will compete in the 2027 LA Field Lacrosse Festival, in April 2027, in Adelaide (Location TBD) 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.

The team will provide opportunities for all eligible Lacrosse SA participants to develop their skills, athleticism and knowledge throughout a balanced program that allowing for personal, club, state and national commitments.

POSITION OVERVIEW

The Team Manager is responsible for working under the direction of the Head Coach and key Lacrosse SA stakeholders to plan and manage the teams administrative, logistical, financial and other non-coaching requirements throughout the length of the program.

REPORTING RELATIONSHIPS

The Team Manager reports directly to the Head Coach and will also be required to work closely with Lacrosse SA stakeholders that include the Executive Officer and other administrative staff.

PERIOD OF APPOINTMENT

Team managers are appointed for one team cycle (approx. 6 months). All positions need to be reapplied for each year.

The position commences immediately after notification of appointment and will conclude after the Team Manager lodges their post program report to Lacrosse SA (within 60 days of the event completion).

FINANCIAL SUBSIDISATION

The position is a voluntary role. Lacrosse SA will provide full cost subsidy for the Head Coach, Assistant Coach and a Team Manager for each representative team. This subsidy covers essential uniform, flights and ground transport, standard meals and mandatory functions where applicable.

POSITION RESPONSIBILITIES

PLANNING AND COMMUNICATION

- Act at the primary contact for non-coaching team matters.
- Liaise with the Head Coach and relevant Lacrosse SA stakeholders to implement effective channels of communication with squad/team members, parents/guardians where underage players are involved, and other relevant stakeholders as required.
- Assist the Head Coach to develop and communicate a comprehensive preparation schedule to team/squad members and parents/guardians where players are underage.
- Work with the Head Coach to provide unified responses to communications from Lacrosse SA, LA, event management and other parties that are in the best interest of the team.

COMPETITION

- Under direction from the Head Coach liaise with LA and event management to facilitate team requirements regarding administration, scheduling, availability of facilities and other team needs during competition.
- Liaise with the Head Coach to develop and communicate daily team schedules and arrangements.
- Assist with tasks on the sideline and throughout games as directed by the Head Coach.
- Plan and facilitate/coordinate any shopping, meal arrangements, washing and other team requirements as directed by the Head Coach.

- Communicate scores, award winners and other news to supporters via Lacrosse SA and social media and website channels.

SUPERVISION OF TEAM MEMBERS
- Contribute to the development and communication of team values, rules and responsibilities to guide individuals' behaviour.
- Work with other team personnel to ensure an appropriate level of supervision is maintained over underage team members at all times.
- Support, act and report on any issues relating to the safety, health (physical and mental), injury, and behaviour of team members.
- Maintain familiarity with team members' medical/personal needs and develop appropriate strategies in consultation with the Head Coach and player to manage those needs.
- Facilitate/coordinate arrangements for any team member requiring medical attention or emergency treatment where necessary.
- Gain or ensure parental/guardian permission for underage players where required.

FINANCE
- Work with Lacrosse SA stakeholders to manage all aspects of the team's finances.
- Liaise with the Head Coach and Lacrosse SA stakeholders to prepare and manage a comprehensive team budget.
- Maintain accurate records and receipts for all team income and expenditure.

REPORTING AND GOVERNANCE
- Provide Lacrosse SA with a written report within 60 days of the program's completion summarising key aspects of the program logistics and other information Lacrosse SA may reasonably request.
- Ensure all aspects of the program under your control act in accordance with the law and bylaws, policies, procedures and guidelines at all time.

ELIGIBILITY AND REQUIRED ACCCREDITATIONS

ACCREDITATIONS

Candidates applying for the position should meet the following criteria:
- Working with Children Check
- Anti-Doping Fundamentals Course
- Annual Update
- Introduction to Illicit Drugs in Sport
- Safeguarding Children & Young People in Sport Induction course
- Play by the Rules Certificate in Harassment and Discrimination

Courses can be accessed via: https://elearning.sportintegrity.gov.au/login/index.php

MINIMUM AGE

25+ years of age at time of application.

SELECTION CRITERIA

EXPERIENCE
- Knowledge of all by-laws, policies, procedures and guidelines.
- Relevant and recent experience managing teams.
- Management, coordination and procurement experience.

RELATIONSHIPS AND LEADERSHIP
- Works effectively with the Head Coach.
- Works effectively with Lacrosse SA stakeholders.
- Ability to motivate others to follow.

COMMUNICATION AND ORGANISATION
- Communication skills.
- Planning and scheduling skills.
- Preparation and punctuality.
- Ability to budget, manage finances and maintain financial records.
- Microsoft Office (or equivalent) skills.

SELECTION PROCESS

All eligible applications will be reviewed by a diverse panel of selectors that is chaired by the Lacrosse SA Executive Officer. The panel will evaluate each application against key selection criteria and forward recommendations based on those evaluations to the Lacrosse SA Board. Once the Board ratifies a

candidate the successful candidate will be offered the position and if accepted the other candidates will be notified of their status and provided feedback on their application.

In the absence of a suitable candidate/s Lacrosse SA may recruit for this position by other means.

PERFORMANCE INDICATORS

The performance of the program and Team Manager will be assessed against the following indicators:

- Event and match results and the overall development of the team and individual players.
- Player/parent/guardian post-program satisfaction survey.
- Alignment with all by-laws, policies, procedures and guidelines.
- Performance against the selection criteria listed in this document.

TO APPLY

All applicants are asked to apply through the online application form:
https://membership.mygameday.app/regoform.cgi?formID=123682

To apply please read the position description and ensure you upload the following documents with your application:

SELECTION CRITERIA STATEMENT

- A paragraph (or more) addressing each of the questions in the attached "Selection Statement" document.

ACCREDITATION/ELIGIBILITY DOCUMENTS

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ONCE YOU COMPLETE THIS PROCESS YOUR DOCUMENTS WILL REMAIN IN THE DATABASE, MAKING FUTURE APPLICATIONS MUCH EASIER.