



Assistant Manager - Position Description

LWA U18 Boys & Girls National Championship 2023 – Perth, West Australia

Team Overview

The Under 18 Girls and Boys State Teams will compete in the 2023 LA Under 18 Boys and Girls National Championship, in Perth, West Australia from Tuesday 18th April to Saturday 22nd April, Venue TBA

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

Position Overview

The Assistant Manager is responsible for working under the direction of the Team Manager, Head Coach and key Lacrosse WA stakeholders to assist in the planning and management of the teams administrative, logistical, financial and other non-coaching requirements throughout the length of the program.

Reporting Relationships

The Assistant Manager reports directly to the Team Manager, and will also be required to work closely with Lacrosse WA stakeholders that include the LWA Director of High Performance and LWA Executive Officer.

Period of Appointment

Assistant 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 and Head Coach lodge their post program report to Lacrosse WA (within 60 days of the event completion).

Financial Subsidisation

The position is a voluntary role. Lacrosse WA will provide partial subsidy for the Head Coach, Assistant Coach and Team Managers for each representative team. This subsidy is to put towards essential uniform, flights and ground transport, standard meals and mandatory functions.

Position Responsibilities

Planning and Communication

- Liaise with the Team Manager and Head Coach 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 Team Manager to develop and communicate a comprehensive preparation schedule to team/squad members and parents/guardians where players are underage.

Competition

- Liaise with the Team Manager to develop and communicate daily team schedules and arrangements. Assist with tasks on the sideline and throughout games as directed by the Team Manager and Head Coach.
- Assist the Team Manager in the planning and facilitating of any shopping, meal arrangements, washing and other team requirements as directed by the Head Coach.

Supervision of Team Members

- Contribute to the development and communication of team values, rules and responsibilities to guide individuals' behaviour.
- With other team personnel ensure an appropriate level of supervision is maintained over under age 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.

Reporting and Governance

- Ensure all aspects of the program under your control act in accordance with the law and Lacrosse WA bylaws, policies, procedures and guidelines at all time.

Eligibility and Required Accreditations

Accreditations, Qualifications and WWC checks:

- Sport Integrity Australia:
 - Anti-Doping Fundamentals
 - Anti-Doping Annual Update
 - Introduction to Illicit Drugs in Sport
 - Decision Making in Sport
 - Competition Manipulation and Match Fixing
- Play by the Rules:
 - Certificate in Harassment and Discrimination Practices.
 - Play by the Rules, Certificate in Child Protection Practices.
- Working With Children card
- Driver's Licence

Minimum Age

25+ years of age at time of application.

Selection Criteria

Experience

- Knowledge of LA and Lacrosse WA by-laws, policies, procedures and guidelines.
- Relevant and recent experience managing teams.
- Management, coordination and procurement experience.

Relationships and Leadership

- Works effectively with the Team Manager and Head Coach.
- Works effectively with Lacrosse WA stakeholders.
- Ability to motivate others to follow.

Communication and Organisation

- Communication skills.
- Planning and scheduling skills.
- Preparation and punctuality.
- Microsoft Office (or equivalent) skills.

Selection Process

All eligible applications will be reviewed by a diverse panel of selectors that is chaired by the LWA Director of High Performance. The panel will evaluate each application against key selection criteria and forward recommendations based on those evaluations to the Lacrosse WA 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 WA may recruit for this position by other means.

Performance Indicators

The performance of the program and Assistant 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 Lacrosse WA by-laws, policies, procedures and guidelines.
- Performance against the selection criteria listed in this document.

Applications

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

- Cover letter addressing the listed selection criteria.
- A completed application form.
- Required accreditations and current Working With Children (WWC) check.

Email: executive@lacrossewa.com.au

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 WA reserves the right to readvertise or approach suitably qualified candidates to apply.

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.