



# Team Manager - Position Description

LWA U15 Boy's and Girl's Regional Teams 2023 – Ballarat, Victoria

## Team Overview

The Under 15 Girls and Boys Regional Teams will compete in the 2023 LA Under 15 Boys and Girls Regional Tournament, in Ballarat, Victoria, from the 27 September to the 3 of October and will:

- Comprise of only eligible Lacrosse WA 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 WA 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 Under 15 teams shall be at least 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.
- Team Managers to be at least 25 years old at time of application.

## 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](mailto: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.

## 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 LWA policies.
- Assist with the development and distribution of supporting documentation.
- Monitor and promote good sportsmanship and responsible public behaviour by team members.
- If travelling, 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 (if travelling).
- Driving of team bus/car (if travelling).
- 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.
- Liaise 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 LWA.
- 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 LWA policies, including (but not limited to) the LWA 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 LWA stakeholders, squad/team personnel and athletes.
- Provide a written report to LWA 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 LWA.

## Reporting Relationships

- LWA Director of High Performance, LWA Board and LWA Executive Officer
- Head Coach, Assistant Coach

## Eligibility and Required Accreditations

### ACCREDITATIONS

Candidates applying for the position should meet the following criteria:

### Accreditation, Qualifications and WWC Checks:

- Sport Integrity Australia:
  - Anti-Doping Fundamentals
  - Annual Update 2023
  - Introduction to Illicit Drugs in Sport
- 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.

### 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 LWA'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 position is a voluntary role. Lacrosse WA will provide partial 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.