



# Team Manager - Position Description

## LWA Senior Men's & Women's Box Lacrosse State Team

2024 Lacrosse Australia (LA) Senior Box Lacrosse National Championship – Melbourne, Victoria

### Team Overview

The Senior Men's and Women's State Box Lacrosse Teams will compete in the 2024 LA Men's and Women's Box Lacrosse National Championship, in Melbourne, Victoria at Altona Lacrosse Club from Wednesday 21<sup>st</sup> to Sunday 25<sup>th</sup> February, 2024.

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 Team Manager is responsible for working under the direction of the Head Coach and key Lacrosse WA 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 WA stakeholders that include the LWA Director of High Performance and LWA Executive Officer.

### 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 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 a Team Manager 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

- Act as the primary contact for non-coaching team matters.
- Liaise with the Head Coach and relevant Lacrosse WA 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 WA, 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.

### 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 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.
- 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 WA stakeholders to manage all aspects of the team's finances.
- Liaise with the Head Coach and Lacrosse WA 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 WA with a written report within 60 days of the program's completion summarising key aspects of the program logistics and other information Lacrosse WA may reasonably request.

- 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
  - Illicit Drugs in Sport
  - Ethical Decision Making
  - Introduction to Match Fixing
- Play by the Rules, Certificate in Harassment and Discrimination Practices  
<https://www.playbytherules.net.au/online-courses/harassment-and-discrimination-online-course>
- Play by the Rules, Certificate in Child Protection Practices.  
<https://www.playbytherules.net.au/online-courses/child-protection-online-course>
- Current 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 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.
- Ability to budget, manage finances and maintain financial records.

## 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 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 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](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.

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.