

SOUTHERN UNIVERSITY GAMES TEAM MANAGER POSITIONS

POSITIONS AVAILABLE

There are a number of sport specific Team Manager(TM) positions available with UniSA Sport to work at the 2017 Southern University Games (SUG). Preference is given to those who are not playing in the games.

Sports:

AFL, Badminton, Basketball, Beach Volleyball, Cheer, Cross Country, Futsal, Golf, Hockey, Lacrosse, Lawn Bowls, Netball, Rugby 7s, Soccer, Squash, Table Tennis, Tennis, Tenpin Bowling, Touch, Ultimate and Volleyball.

DATE AND LOCATION

July 2-6th 2017
Geelong, Victoria

During the event TMs will be responsible for the specific sport team at the accommodation, sport venue and social venues.

POSITION PURPOSE

TMs are responsible for the on and off-field organisation and conduct of their specific sport team prior to and during the Games. TMs are the primary point of contact between the team and the University Team Manager (UTM) and support staff.

REPORTING / WORKING RELATIONSHIPS

TMs have a direct responsibility to the UTM and support staff.

TMs will also work closely with the following people:

- Their UniSA Sport Team (students and coach)
- Other teams and TMs
- Australian University Sport Staff and Volunteers

KEY TASKS AND RESPONSIBILITIES

The TM is responsible for their allocated sport team and the individual members, with strong support from UniSA Sport staff.

PRE-SUG
Assist the UTM and Coach with trials (if required).
Ensure all team members have paid all money owing to UniSA Sport by the due dates.
Ensure all team members have submitted and signed The Code of Conduct and Medical Form to UniSA Sport by the due date.
Circulate regular information and updates to all team members.
Ensure that team members have the correct uniform.
Arrange alternate playing strip to use in case of uniform clashes.
Attend all meetings as requested.
Organise any sport specific equipment.

SUG
Collect accreditation from the UTM prior to the Opening Ceremony and distribute to team members.
Attend the sport specific TM meeting (if there is one held).
Ensure all team members are fully aware of team requirements including match times and team duties.
Set a positive example for behavioural standards and adhere to The Code of Conduct and the UniSA Sport Code of Conduct.
Ensure team duties are completed. Coordinate and delegate duties to team members as required.
Liaise with UniSA Sport staff and event management as required.
Ensure team is in UniSA Sport uniform for official functions, ceremonies and matches.
Ensure all athletes have accredited correctly each day and prior to competition.
Provide reports and results to UniSA Sport staff as requested.
Attend any meetings called by UniSA Sport staff during the event.
Notify UniSA Sport staff on any incidents, injuries and/or protests and complete appropriate report forms if required.
Report all judiciary matters to UniSA Sport staff. The UTM shall then be responsible for coordination of appearance and representation of the player/official.
The TM has responsibility for and the discipline of the team on and off the field. Overall responsibility, however, rests with the UniSA Sport staff.

POST-SUG
Ensure all uniforms are returned to UniSA Sport in a clean and respectable state.
Return TM folder, including any completed incident report forms, to UniSA Sport.

KNOWLEDGE SKILLS AND EXPERIENCE

The Team Manager role is open to students and non-students and would ideally suit someone already involved in the specific sport.

Desirable attributes:

- Excellent organisational skills
- Experience in dealing with a wide variety of people
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Knowledge of the sport desirable

Personal attributes:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well-developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

Other requirements:

- Attend compulsory UniSA Sport team meetings
- Attend the entire duration of the Games competition
- Wear the UniSA Sport uniform as required and be neatly groomed at all times
- Conduct self in a professional manner by being punctual and reliable

FINANCIAL INFORMATION

All TMs engaged by UniSA Sport will receive \$200 payable at the completion of the event if the Code of Conduct and the requirements set out in this Position Description are upheld. Team casual uniform will also be provided.

Team managers will be expected to cover all costs up-front, including:

- Australian University Sport Registration
- Accommodation
- Transport

POSITION PARTICULARS

Event:	July 2 – 6 2017
Working Days:	TMs may be called upon at any point during the event in relation to the specific sports team. TMs are expected to attend all matches, team functions and meetings prior to and during the event, as well as communicate with and assist the UTM with the coordination of the team prior to the event.
Training:	Induction will be provided the week prior to the event, however ongoing support will be provided in the lead up to the event.
Team Meetings:	Pre - Departure During Event
Applications Close:	TBC
Selection/Interviews:	TBC

HOW TO APPLY

1. Read the position description and The Code of Conduct (provided below) in detail to understand what is expected of you
2. Check to ensure you are available for the duration of the position
3. Complete the online expression of interest form

All applications will be acknowledged and successful candidates will be contacted for a meeting with the UTM.

FOR MORE INFORMATION

Bridget Fenoughty
UniSA Sport Development Officer
Phone: 8302 0920
Email: bridget.fenoughty@unisa.edu.au

Adrian George
UniSA Sport Manager
Phone: 8302 3487
E-mail: adrian.george@unisa.edu.au

AUSTRALIAN UNIVERSITY SPORT EVENTS UNISA SPORT TEAMS CODE OF CONDUCT

Your selection to represent UniSA in Australian University Sport (AUS) events is conditional upon you signing this agreement and observing its terms. This document should be read in conjunction with the AUS Code of Behaviour and other relevant policies of AUS and UniSA Sport.

After reading the document in full and signing this agreement (or have a Parent/Guardian sign if you are under 18 years), return the complete document to UniSA Sport. You are advised to retain a copy of this agreement for your own records.

UniSA Sport reserves the right to alter this Code of Conduct and Disciplinary Sanctions at any time, if required. Team Members will be notified if this takes place.

1. INTRODUCTION

1.1. What is the Code of Conduct?

- 1.1.1. This Code sets out the types of behaviour that will not be acceptable during an AUS endorsed event and the consequences for such behaviour occurring.
- 1.1.2. This Code is established to ensure that the highest possible standard of Inter Varsity competition occurs during the event.
- 1.1.3. This Code supports UniSA University's desire to encourage and promote excellent sportsmanship and appropriate standards of behaviour, including fair play on and off the field.
- 1.1.4. This Code is not intended to restrict or hinder a Team Member having fun and participating in a competitive manner in the event.

1.2. Who does the Code apply to?

- 1.2.1. This Code applies to:
 - 1.2.1.1. all persons competing in the event; and
 - 1.2.1.2. all persons officially appointed to any team or individual competing in the event, such as coaches, managers and health professionals.
- 1.2.2. Any Team Member in breach of either the following rules or any decision made by the Team Coordinator/Manager will be made subject to the disciplinary sanctions specified in this document.

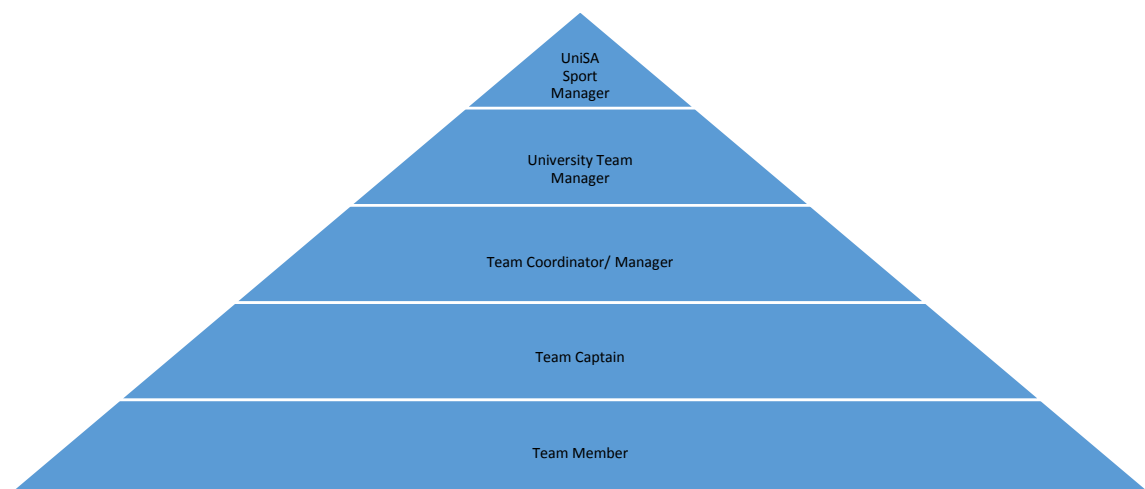
1.3. When does this Code apply?

- 1.3.1. The Code applies from the day before the commencement of the first event on day 1 to the conclusion of organised activities on the last day or night including:
 - 1.3.1.1. during games and competitions in the event
 - 1.3.1.2. all official and unofficial social functions of, or associated with, the event.

1.4. Definition of terms

- 1.4.1. 'Team Member' applies to all people (players and officials) representing UniSA at AUS events. Team Members are the participants (players, competitors, coaches, assistants, etc)
- 1.4.2. 'Team Captain' refers to the sport specific captain appointed by the Team Coordinator/Manager for AUS events. Team Captains are leaders of the participants in competition.
- 1.4.3. 'Team Coordinator/Manager' refers to the sport specific manager appointed by UniSA for AUS events. Team Coordinators/Managers are the first point of call for the AUS event management's specific sport officials, UTM and UniSA Sport Manager.
- 1.4.4. 'University Team Coordinator/Manager' or 'UTM' refers to the whole UniSA Team Coordinator/Manager appointed by UniSA for AUS events. The University Team Coordinator/Managers are the first point of call for the AUS event management and the UniSA Sport Manager.
- 1.4.5. 'UniSA Sport Manager' refers to the Manager of UniSA Sport, as employed by the University.

1.5. Authority Flow Chart



2. PENALTIES

2.1. What penalties can be imposed?

2.1.1. A Team Member in breach of this code of conduct will accept the results of their actions and comply with any disciplinary procedure that is enforced upon them. The breaches listed are just examples. The UniSA Sport Manager or the UTM may impose or interpret breaches differently depending on each individual circumstance.

2.1.1.1. Level One Sanction - Loss of Accreditation for half day:

- a) Failure to comply with curfew/deadline
- b) Failure to comply with the Team Coordinator/Manager's instructions
- c) Other improper conduct that the Team Coordinator/Manager determines as punishable by a Level One sanction.

2.1.1.2. Level Two Sanction - Loss of Accreditation for whole day

- a) Failure to comply with curfew/deadline for a second time
- b) Failure to comply with curfew/deadline for more than two hours
- c) Failure to comply with Team Coordinator/Manager's instructions for a second time
- d) Improper conduct towards another Team Member
- e) Improper on field conduct (e.g. unnecessary red card)
- f) Other improper conduct that the Team Coordinator/Manager determines as punishable by a Level Two sanction

2.1.1.3. Level Three Sanction - Loss of Accreditation for remainder of tournament; possible permanent removal from squad and possible sending home.

- a) Failure to comply with curfew/deadline for a third time
- b) Failure to comply with curfew/deadline for more than five hours
- c) Failure to comply with the Team Coordinator/Manager's instructions for a third time
- d) Serious improper conduct towards another Team Member
- e) Violent conduct
- f) Guilty of using an illegal substance of intoxication
- g) Serious improper on field conduct (e.g. unsportsperson-like conduct)
- h) Other improper conduct that the Team Coordinator/Manager determines as punishable by a Level Three sanction.

2.1.2. In the case of a breach of the Code of Conduct due to special circumstances, the concerned Team Member(s) may make their case to a UniSA Sport Disciplinary Committee before any further sanctions are applied.

3. AGREEMENT

3.1. Personal Obligations

- 3.1.1. I will act in a civil manner at all times and not engage in any unlawful behaviour or harass officials, players or spectators.
- 3.1.2. I will act upon instructions relayed by the UniSA Sport Manager and persons appointed by him/her.
- 3.1.3. I agree to conduct myself so as to perform at the best of my ability at events, and carry out my duties to the team to the best of my ability
- 3.1.4. I understand that my accreditation, social passes, and a like will remain the property of the Team Coordinator/Manager and may be withheld, if required, as a disciplinary measure. The term 'accreditation' applies not only to a Team Member's accreditation pass, but any other piece of official tournament privilege (e.g. Games Social/Transport Pass).
- 3.1.5. I will observe curfews and deadlines (e.g. times which Team Members are required to be at a certain place/meeting/appointment) without fail.
- 3.1.6. I agree that any grievance I have with another Team Member will be brought to the team captain and/or Team Coordinator/Manager immediately. The team captain will, in turn, bring the issue to the Team Coordinator/Manager's attention. Team Members will under no circumstances take grievances into their own hands.
- 3.1.7. I agree to observe and comply with directions of AUS event staff.
- 3.1.8. I agree to ensure that I only compete if I am eligible under the rules of AUS and that I will advise UniSA Sport if there is a change to my circumstances that may prevent my continued participation.
- 3.1.9. I agree to wear the official team uniform while participating in the competition and while travelling to and from the event.

3.2. Alcohol and Drug Policy

- 3.2.1. I agree not to use or be in possession of any illegal substances during any competition or activity in which the team is taking part.
- 3.2.2. I agree I will not be in possession of alcohol in team accommodation and while travelling in team-provided transport, unless otherwise authorised.

- 3.2.3. I agree I will not be intoxicated during any competition or activity in which the team is taking part. The Team Coordinator/Manager determines whether a Team Member is 'intoxicated'; not the Team Member him/herself.
- 3.2.4. If I consume alcohol, I will do it responsibly and will not allow my behaviour to result in a breach of this agreement
- 3.2.5. I agree that, as required by AUS, I will comply with the sport's National Sporting Organisation's Anti-Doping Policy, which can be obtained on request from UniSA Sport.

3.3. Medical Obligations

- 3.3.1. I will disclose all relevant medical information to UniSA Sport prior to and during participation in AUS Events.
- 3.3.2. I agree that, acting on advice, the Team Coordinator/Manager may direct me not to participate in an event if he/she believes my participation would mean an unacceptable risk of:
 - 3.3.2.1. Causing harm, injury or death to myself or other participants in the event;
 - 3.3.2.2. Aggravating an existing injury or illness I may have; or
 - 3.3.2.3. Infecting other Team Members or participants in the event.
- 3.3.3. I acknowledge the UniSA Sport has strongly recommended that I take out Private Health and other insurance to cover me for medical and like expenses arising out of any injury or illness I may suffer whilst playing in AUS events and agree that I am solely responsible for all such expenses and any loss of income consequent upon any injury or illness.
- 3.3.4. I agree that UniSA Sport is not responsible for medical and like expenses in Australia or for any loss of income arising out of any injury or illness I may suffer whilst playing in AUS events and agree not to make any claim or commence any proceedings against UniSA Sport in respect thereof. (Also refer to clause 0 regarding insurance cover available).

3.4. Financial Obligations

- 3.4.1. I agree that my selection and participation is subject to the payment of any specified participation fee prior to the event.
- 3.4.2. I agree any expense incurred to UniSA Sport through my own or my team's withdrawal or forfeiture will be the responsibility of the team and may result in a financial commitment by myself.
- 3.4.3. I will reimburse any unauthorised expense incurred by me to UniSA Sport including but not limited to air travel, accommodation and hire vehicles.

3.5. Insurance Obligations

- 3.5.1. I acknowledge that Team Members will be provided with insurance cover under UniSA Sport Student Accident Policy, provided that I satisfy one of the following categories:
- 3.5.1.1. Currently enrolled student
 - 3.5.1.2. Current club member
- 3.5.2. I acknowledge that full details of the cover and a copy of the Insurance Policy can be obtained upon request from UniSA Sport. The policy does not provide cover for medical expenses incurred in Australia that are rebatable under Medicare, or any subsequent loss of income.
- 3.5.3. I acknowledge that UniSA Sport has recommended to me that I have my own private health insurance.

4. ACKNOWLEDGEMENT AND AUTHORISATION

- 4.1. I agree to observe the terms of this agreement.

By signing the below, I agree to observe the terms of this agreement and will fulfil all Team Manager duties as required.

Team Manager Name: _____

Team Manager Signature: _____

Date: ____/____/____