

## 2023 UniSport Nationals Team Manager Position Description

### EVENT DATE AND LOCATION

23 September – 29 September 2023  
Gold Coast, Queensland

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

### POSITION PURPOSE

TMs are responsible for the on and off-field organisation and conduct of their specific sport team prior to and during the event. 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
- UniSport Australia 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-EVENT
Assist the Coach with a minimum of 2x trials prior to team selection (if required).
Liaise with the UTM to book and run a minimum of 4x team trainings in the lead up to the event
Ensure all team members have paid for the UniSA Sport package by the required 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 Team Manager meetings and team workshops as requested by the UTMs.
Organise any sport specific equipment.

<b>DURING EVENT</b>
Collect accreditation from the UTM prior to the event and distribute to team members.
Attend the sport specific TM meeting (if there is one held).
Schedule team trainings, warm up and recovery sessions.
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 event Code of Conduct and the UniSA Sport Code of Conduct. This includes promoting sport as the priority and the aim of finishing in the highest position possible in the competition.
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.

<b>POST-EVENT</b>
Ensure all playing uniforms are returned to UniSA Sport in a clean and respectable state.
Return any completed incident report forms to UniSA Sport.

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## KNOWLEDGE SKILLS AND EXPERIENCE

The Team Manager role is open to students and non-students and is required to be someone already involved in the specific sport.

Desirable attributes:

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

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 event
- 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 a payment - TBC (depending on team size and as negotiated with UniSA Sport staff) which will be paid at the completion of the event if the Code of Conduct and the requirements set out in this Position Description are upheld.

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

- UniSport Australia Event Registration - \$210 for playing TMs; \$20 for non-playing TMs
- UniSA Sport Nationals Div 1 Package – **Cost TBC**
- Flights, ground transport, food and drinks – at own cost

## POSITION PARTICULARS

<b>Event:</b>	23 September – 29 September 2023
<b>Working Days:</b>	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 an assist the UTM with the coordination of the team prior to the event.
<b>Training:</b>	2x workshops and ongoing support will be provided by UniSA Sport staff in the lead up to the event
<b>Team Meetings:</b>	Meeting dates communicated by UniSA Sport staff



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## HOW TO APPLY

1. Read the position description and The Code of Behaviour (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 Expression of Interest form on the UniSA Sport website or contact Bridget Fenoughty via email [bridget.fenoughty@unisa.edu.au](mailto:bridget.fenoughty@unisa.edu.au) or phone 8302 0920 to register your interest.

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

## FOR MORE INFORMATION

Bridget Fenoughty  
Intervarsity Sport & Events Coordinator | UniSA Sport  
Phone: 8302 0920  
Email: [bridget.fenoughty@unisa.edu.au](mailto:bridget.fenoughty@unisa.edu.au)

Adrian George  
Manager | UniSA Sport  
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University of  
South Australia



## UNISPORT AUSTRALIA EVENTS UNISA SPORT TEAMS CODE OF BEHAVIOUR

Your selection to represent UniSA in a UniSport Australia event is conditional upon you signing this agreement and observing its terms. This document should be read in conjunction with the UniSport Australia Code of Behaviour and other relevant policies of UniSport Australia 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 Behaviour and Disciplinary Sanctions at any time, if required. Team Members will be notified if this takes place.

### UNISA SPORT CODE OF BEHAVIOUR - UNISPORT AUSTRALIA EVENTS

Your selection to represent UniSA in a UniSport Australia event is conditional upon you signing this agreement (**Agreement**) and observing its terms. This Agreement should be read in conjunction with the UniSport Australia Code of Behaviour (**Code**) and other relevant policies of UniSport Australia and UniSA Sport. After reading the Code and policies in full and signing this Agreement, return the completed Agreement to UniSA Sport. Your return of a signed copy of this Agreement will confirm your agreement to comply with the terms of the Code. You are advised to retain a copy of this Agreement for your own records. UniSA Sport reserves the right to alter the Code at any time, if required. Team Members will be notified if this takes place.

#### 1. INTRODUCTION

##### 1.1. What is the Code?

1.1.1. This Code sets out the types of behaviour that will not be acceptable during a UniSport Australia endorsed event and the consequences for such behaviour occurring.

1.1.2. This Code is established to ensure that the highest possible standard of Intervarsity competition occurs during the event.

1.1.3. This Code supports UniSA'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 all Team Members.

1.2.2. Any Team Member in breach of this Code or any UniSA policies may be subject to disciplinary sanctions including those 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 functions of, or associated with, the event.

### 1.4. Definition of terms

1.4.1. 'Team Member' means any person (including players, managers, coaches, assistants, health professionals and other officials) representing UniSA at UniSport Australia events.

1.4.2. 'Team Captain' refers to the sport specific captain appointed by the Team Coordinator/Manager for UniSport Australia 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 UniSport Australia events in that sport. Team Coordinators/Managers are the first point of call for the UniSport Australia event management's specific sport officials, UTM and UniSA Sport Manager.

1.4.4. 'University Team Coordinator/Manager' or 'UTM' refers to the whole group of UniSA Team Coordinators/Manager appointed by UniSA for UniSport Australia events. The University Team Coordinators/Managers are the first point of call for the UniSport Australia 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

UniSA Sport Manager  
University Team Manager (UTM)  
Team Coordinator/ Manager  
Team Captain  
Team Member

## 2. PENALTIES

2.1. What penalties can be imposed?

2.1.1. A Team Member in breach of this Code will accept the results of their actions and comply with any disciplinary procedure or sanction that is enforced upon them. The following list of breaches is provided as examples of the types of breach that will lead to the particular sanction. The level and type of disciplinary sanction imposed is at the discretion of the UniSA Sport Manager or the UTM and each situation will be assessed on its own facts.

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/UTM's instructions
- c) Other conduct that the Team Coordinator/ Manager/UTM 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/UTM'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 conduct that the Team Coordinator/Manager/UTM determines as punishable by a Level Two sanction

2.1.1.3. Level Three Sanction - Loss of accreditation for remainder of tournament which will result in the Team Member's permanent removal from squad and the Team Member being sent home at their own cost on the first available flight.

- 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/UTM's instructions for a third time
- d) Serious improper conduct towards another Team Member
- e) Violent conduct
- f) Any engagement in illegal activity, including using an illegal substance
- g) Serious improper on field conduct (e.g. unsportsperson-like conduct)
- h) Other conduct that the Team Manager/UTM determines as punishable by a Level Three sanction.

2.1.2. If a Team Member believes that there are circumstances or factors that should be taken into account when considering the Team Member's conduct, the Team Member may make submissions to the Director, Student Engagement Unit before any sanction is enforced.

### 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 from 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 will carry out my duties to the team to the best of my ability

3.1.4. I understand that the provision of my accreditation will remain at the discretion of the Team Manager/UTM 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.

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/UTM immediately. If brought to the Team Captain, the Team Captain will, in turn, bring the issue to the Team Coordinator/Manager's/UTM's attention. I will not take grievances into my own hands.

3.1.7. I agree to observe and comply with directions of UniSport Australia event staff.

3.1.8. I agree to ensure that I only compete if I am eligible under the rules of UniSport Australia 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 substance 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 while travelling in team-provided transport.
- 3.2.3. I agree I will not be intoxicated during any competition or activity in which the team is taking part. I agree that the decision as to whether I am intoxicated will be a decision at the sole discretion of the Team Coordinator/ Manager/UTM .
- 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 UniSport Australia, 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 UniSport Australia Events.
- 3.3.2. I agree that, acting on medical advice, the Team Manager/UTM may direct me to not 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 UniSport Australia events.
- 3.3.4. Subject to the circumstances referred to in clause 3.5, I agree that I am solely responsible for all medical and like expenses and any loss of income consequent upon any injury or illness and I agree and acknowledge that UniSA Sport is not responsible for medical and like expenses or for any loss of income arising out of any injury or illness I may suffer whilst playing in UniSport Australia events. I agree not to make any claim or commence any proceedings against UniSA Sport in respect thereof.

### 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; or



3.5.1.2. Current club member

3.5.2. I acknowledge that details of the cover and a copy of the Insurance Policy Certificate of Currency can be obtained upon request from UniSA Sport. The policy does not provide cover for medical expenses incurred in Australia that are covered under Medicare or any private health cover, including Overseas Student Health Cover.

3.5.3. I acknowledge that on the occurrence of any incident including but not limited to property damage, personal injury or injury to a third party, an incident report must be completed as soon as possible.

#### **4. ACKNOWLEDGEMENT AND AUTHORISATION**

4.1 I agree to observe the terms of this agreement as my sport's Team Manager.



## UniSport Nationals Team Manager – Agreement

This agreement is between the sport Team Manager and UniSA Sport.

The conditions of the agreement are outlined in the Team Manager Position Description.

The Term of this agreement is the duration of the UniSport Nationals event and includes the pre-event and post-event tasks and responsibilities: From 1<sup>st</sup> April 2023 to 6<sup>th</sup> October 2023.

### EVENT DETAILS

**Event Name:** UniSport Nationals Div 1 & Div 2

**Event Location:** Gold Coast, Queensland

**Event Dates:** 23 September – 29 September 2023

Team Manager Signature: \_\_\_\_\_

Team Manager Name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

UniSA Sport Authorised Staff Signature: \_\_\_\_\_

UniSA Sport Authorised Staff Name: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_