



## AUSTRALIAN HANDBALL FEDERATION LIMITED

ABN 23616783754

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SILVERWATER, NSW 2128  
AUSTRALIA

Web: [www.handballaustralia.org.au](http://www.handballaustralia.org.au)

(NOTE: Indoor Women's Team role description starts on Page 4)

### 1) Seeking nominations for Australian Women's National Beach Team – Manager

Expressions of interest (EOI) nominations are invited from suitably qualified people for the role of National Beach Team Manager – Senior Women.

EOIs are to be forwarded to Handball Australia via email, addressed to the Secretary General: [sec-gen@handballaustralia.org.au](mailto:sec-gen@handballaustralia.org.au) addressing the seven (7) National Team Manager requirements below (i.e. top section of page 2) and attaching any supporting documentation.

#### Equal opportunities:

Handball Australia is committed to equal and inclusive opportunities in its volunteer policies, practices and procedures.

**Closing date for applications:** 12 February 2020.

#### Role overview:

- (a) The role is a volunteer agreement and, as such, unpaid
- (b) The Manager, for themselves alone, will have accommodation, travel and pre-approved reimbursement for some expenses incurred for his/her attendance at Qualification Tournaments, World Championships and any other events as are granted prior approval by the Board of the AHF.
- (c) They must be available to attend the events and tournaments as outlined in (b) above.
- (d) The volunteer is required to comply with the relevant Working With Children Checks in their state of residence and nationally as required (as some squad members may be juniors). Persons previously convicted of a serious sex offence or any registerable offence cannot nominate for this role.
- (e) All coaching and management roles agree to implement nominated Board expectations such as: setting and monitoring player fitness targets; communication with players, liaising with and reporting to management and the High Performance Manager as required; adhering to financial and budgetary constraints set by team management and the AHF; achieving technical and performance improvement in comparison to previous events and championships.

Duration: While volunteer, the role may extend up to two World Championship cycles, pending an initial three-month period and then suitable feedback discussion after the first event and/or cycle.

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*Supported by:*



Some short SportAUS compliance courses will be required also.

[Play by the Rules Child Protection](#)

[Play by the Rules Harassment and Anti-discrimination](#)

(Their [Ethics mini-courses](#) area also recommended.)

And [ASADA Anti-doping online Level 1 and 2](#)

**NATIONAL TEAM MANAGER – Requirements:**

1. Manager, as Member of Handball Australia, to abide by all AHF policies, guidelines and Standards, including the Code of Behaviour in the Member Protection Policy as are published and/or provided from time-to-time.
2. Proven ability to assist in the planning and conduct of an appropriate and effective Program for a representative National Team, especially in relation to Beach Handball.
3. Proven ability to establish and maintain team harmony and discipline under conditions of intensive training and competitive pressure.
4. Proven ability to prioritise and manage the application of all available resources to achieve the most effective outcome for the team.
5. Proven ability to perform key responsibilities as outlined below.
6. Demonstrated behavioral competencies and qualities required for the role as outlined below.
7. Preparedness to accept the conditions as outlined above.

**NATIONAL TEAM MANAGER – responsibilities include:**

- All communication with State Association administrations, national squad members, AHF Board and any other relevant persons and organisations on behalf of the National Beach Team Program in consultation with the AHF High Performance Committee.
- In consultation with the Coaching staff, formulate, prepare and distribute a suitable Program of training, competition and other events for the appointed period.
- Arrange and liaise with medical and support staff to ensure adequate resources are available to allow them to perform their job to the best possible standard.
- When necessary arrange for transportation of injured or ill players to an appropriate medical facility for treatment in consultation with medical and support staff.
- Organise all matters related to meals, snacks, hydration, etc for players and officials whilst in camp, training, competition and other events in consultation with coaching, medical and support staff.
- Manage the attendance of all participants (players and officials) at camps, training, competition and other events, including but not limited to arranging airline tickets and other transport, accommodation and facilities, in consultation with the AHF High Performance Committee representative.
- Manage the procurement, distribution, maintenance and security of National Team uniforms, including arranging laundry of such items (including other, personal items when possible) particularly during extended camps and overseas tours, noting that procurement of uniforms must be arranged in consultation with the AHF High Performance Committee representative.
- Provide guidance to players and officials in relation to equipment, clothing, personal effects, etc as required for travel in relation to camps, training, competition and other events.
- In relation to camps, training, competition and other events, prepare a schedule of activities and tasks and post and/or communicate its contents to all players and officials, on a daily basis, in consultation with coaching, medical and support staff.
- Prepare and maintain a budget in relation to the Program of training, competition and other events for the appointed period, in conjunction with the AHF High Performance Committee representative.

- Comply with AHF guidelines in relation to all income and expenditure related to the Program, in conjunction with the AHF High Performance Committee.
- Prepare reports on the activities of the Team, in an approved format, including a report on all financial matters, for the relevant period as specified by the AHF Board, in conjunction with the AHF High Performance Committee representative.
- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with AHF Policies and codes of conduct, in consultation with the AHF High Performance Committee representative and coaching staff.
- Ensure athletes are advised of limitations to travel and AHF insurance in regard to injuries received whilst training or in competition. Assist athletes with claim procedure if required.

**NATIONAL TEAM MANAGER - Key skills sought:**

- Detailed knowledge of team management requirements.
- Experience in team management and operations.
- Proven management expertise and ability to lead a competitive team.
- Long-term interest and involvement in sport.
- Ability to function well under pressure, to timetables and budget.
- Report writing skills.
- Understanding of both domestic and international sport, particularly of beach handball.

**NATIONAL TEAM MANAGER - Behavioural competencies and qualities:**

- Enthusiastic about the sport of beach handball
- Displays the highest levels of integrity and commitment
- Demonstrates an ability to deliver excellent results
- Demonstrates enjoyment in required activities
- Values inclusiveness in all its forms
- A willingness for a spirit of partnership
- Flexible and adaptable in a dynamic environment
- Able to cope with unforeseen change
- Develop appropriate strategies in line with responsibilities
- Strong communicator
- Team player with personal initiative
- Assertive and confident
- Detailed and organised in report writing and program preparation.
- Communicates effectively both externally and internally
- Adheres closely to deadlines
- Calm and effective demeanour in high pressure situations

## 2) Seeking nominations for Australian Women's National Team (Indoor) – Manager

Expressions of interest (EOI) nominations are invited from suitably qualified people for the role of National Team Manager – Senior Women.

EOIs are to be forwarded to Handball Australia via email, addressed to the Secretary General: [sec-gen@handballaustralia.org.au](mailto:sec-gen@handballaustralia.org.au) addressing the seven (7) National Team Manager requirements below (i.e. starts bottom section of page 4) and attaching any supporting documentation.

### **Equal opportunities:**

The AHF is committed to equal and inclusive opportunities in its volunteer policies, practices and procedures.

**Closing date for applications:** 12 February 2020.

### **Role overview:**

- (f) The role is a volunteer agreement and, as such, unpaid
- (g) The Manager, for themselves alone, will have accommodation, travel and pre-approved reimbursement for some expenses incurred for his/her attendance at Qualification Tournaments, World Championships and any other events as are granted prior approval by the Board of the AHF.
- (h) They must be available to attend the events and tournaments as outlined in (b) above.
- (i) The volunteer is required to comply with the relevant Working With Children Checks in their state of residence and nationally as required (as some squad members may be juniors). Persons previously convicted of a serious sex offence or any registerable offence cannot nominate for this role.
- (j) All coaching and management roles agree to implement nominated Board expectations such as: setting and monitoring player fitness targets; communication with players, liaising with and reporting to management and the High Performance Manager as required; adhering to financial and budgetary constraints set by team management and the AHF; achieving technical and performance improvement in comparison to previous events and championships.

Duration: While volunteer, the role may extend up to two World Championship cycles, pending an initial three-month period and then suitable feedback discussion after the first event and/or cycle.

Some short SportAUS compliance courses will be required also.

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**NATIONAL TEAM MANAGER – Requirements:**

8. Manager, as Member of Handball Australia, to abide by all AHF policies, guidelines and Standards, including the Code of Behaviour in the Member Protection Policy as are published and/or provided from time-to-time.
9. Proven ability to assist in the planning and conduct of an appropriate and effective Program for a representative National Team.

10. Proven ability to establish and maintain team harmony and discipline under conditions of intensive training and competitive pressure.
11. Proven ability to prioritise and manage the application of all available resources to achieve the most effective outcome for the team.
12. Proven ability to perform key responsibilities as outlined below.
13. Demonstrated behavioral competencies and qualities required for the role as outlined below.
14. Preparedness to accept the conditions as outlined above.

NATIONAL TEAM MANAGER – responsibilities include:

- All communication with State Association administrations, national squad members, AHF Board and any other relevant persons and organizations on behalf of the National Team Program in consultation with the AHF High Performance Committee.
- In consultation with the Coaching staff, formulate, prepare and distribute a suitable Program of training, competition and other events for the appointed period.
- Arrange and liaise with medical and support staff to ensure adequate resources are available to allow them to perform their job to the best possible standard.
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- Comply with AHF guidelines in relation to all income and expenditure related to the Program, in conjunction with the AHF High Performance Committee.
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- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with AHF Policies and codes of conduct, in consultation with the AHF High Performance Committee representative and coaching staff.
- Ensure athletes are advised of limitations to travel and AHF insurance in regard to injuries received whilst training or in competition. Assist athletes with claim procedure if required.

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- Report writing skills.
- Understanding of both domestic and international sport, particularly of handball.

NATIONAL TEAM MANAGER - Behavioral competencies and qualities:

- Enthusiastic about the sport of handball
- Displays the highest levels of integrity and commitment
- Demonstrates an ability to deliver excellent results
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