AUSTRALIAN HANDBALL FEDERATION
ABN 50 132 176 670

PO Box 6471
SILVERWATER, NSW 2128
AUSTRALIA
Web: www.handballaustralia.org.au

Role Description for National Beach Handball Team Australian-based Manager

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, IHF Trophies/World Championships (if appropriate) and any other events as are granted prior approval by the Board of HA.

(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 Committee(HPC)/Handball Australia (HA) Board as required; adhering to financial and budgetary constraints set by team management and the HA; achieving technical and performance improvement in comparison to previous events and championships.

(f) They must be Australian-based for this role.

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

Some short free online Sports Integrity Australia SIA) compliance courses are required for taking on the role:

- National Integrity Framework (NIF)
- Anti-Doping Fundamentals
- Anti-Doping Annual Update
- Competition and Sports Betting
- Child Safeguarding in Sport Introduction

National Team Manager – Requirements:

1. Manager, as Member of Handball Australia, to abide by all HA policies, guidelines and Standards, including the Code of Conduct, the Member Protection Policy as are published and/or provided from time-to-time and to work to the direction of the HA Board and its HPC.

2. Proven ability to assist in the planning and conduct of an appropriate and effective Program for a representative National Beach Handball Team.

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 behavioural 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, HA Board and any other relevant persons and organisations on behalf of the National Team Program in consultation with the HA HPC/HA Board.
- 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 HA HPC/HA Board 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 HA HPC/HA Board 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 HA HPC/HA Board representative.
- Comply with HA guidelines in relation to all income and expenditure related to the Program, in conjunction with the HA HPC/HA Board.
- 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 HA Board, in conjunction with the HA HPC/HA Board representative.

- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with HA Policies and codes of conduct, in consultation with the HA HP/HA Board representative and coaching staff.
- Ensure athletes are advised of limitations to travel and HA 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.