AUSTRALIAN HANDBALL FEDERATION
ABN 50 132 176 670

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

Role Description for Youth/Junior National Handball Team
Australian-Based Assistant Manager

Role overview:

(a) The role is a volunteer agreement and, as such, unpaid

(b) The Assistant Manager, for themselves alone, may 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 Handball Australia (HA) Board expectations Assisting the Manager such as: communication with players, liaising with and reporting to management and the High Performance Committee as required; adhering to financial and budgetary constraints set by team management and HA.

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

AIS/IHF upskilling courses (or equivalent) will also be required from time to time.

National Assistant Team Manager – Requirements:

1. As Member of Handball Australia, to abide by all HA policies, guidelines and Standards, including the Code of Behaviour in 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 establish and maintain team harmony under conditions of intensive pressure.

3. Proven ability to prioritise resources to support the Manager to achieve the most effective outcome for the team.

4. Proven ability to perform key responsibilities as outlined below.

5. Demonstrated behavioural competencies and qualities required for the role as outlined below.

6. Preparedness to accept the conditions as outlined above.

National Team Manager - Responsibilities include:

- Assist Manager with communication on behalf of the National Program in consultation with the head of the Senior program, HA High Performance Committee and/or Board.
- Communicate and liaise with medical and support staff to help ensure adequate resources are available to allow them to perform their job to the best possible standard in conjunction with Manager.
- Assist Manager to arrange for transportation of injured or ill players to an appropriate medical facility for treatment in consultation with medical and support staff.
- As requested by Manage, help organize meals, snacks, hydration, etc for players and officials whilst in camp, training, competition and other events in consultation with coaching, medical and support staff.
- Assist with managing the 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 High Performance Committee representative.
- Assist Manager with 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.
- Adhere to budget in relation to the Program of training, competition and other events for the appointed period, in conjunction with the head of the Senior program, HA High Performance Committee representative and Treasurer.
- Comply with HA guidelines in relation to all income and expenditure related to the Program, in conjunction with the HA High Performance Committee and Treasurer.
- Keep receipts of expenditure
- Contribute to team harmony under pressure, in accordance with HA Policies and codes of conduct, in consultation with the Manager.

National Team Manager - Key skills sought:

- Knowledge of team management requirements.
- Experience in supporting 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.
- Competent writing skills.
- Understanding of both domestic and international sport, particularly of handball.

National Team Manager - Behavioural competencies and qualities:

- Knowledgeable and enthusiastic about the sport of 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
- Strong communicator
- Team player with personal initiative
- Assertive and confident
- Detailed and organised
- Communicates effectively both externally and internally
- Adheres closely to deadlines
- Calm and effective demeanour in high pressure situations