



ABN: 70 891 496 556
PO Box 214
Dee Why NSW 2099
manlytouch.com

Manly Touch Junior State Cup Team Manager

Position Summary

Objective

To provide excellent support, leadership, coordination and communication to and between all applicable stakeholders as required. Manly Warringah Touch Association Inc. (MwTA / Manly Touch) stakeholders include but are not limited to the appointed team, players, families, coaching staff, selectors, Manly Touch Junior Representative Director and Executive Committee.

Behavioural Competencies

Managers appointed must:

- Be prepared to accept the conditions of the appointment
- Uphold the mission, vision, and objectives of Manly Touch - www.manlytouch.com
- Adhere to the 'Manly Touch By-Laws', 'Representative Selection Policy', 'Code of Conduct' and any other applicable policies and guidelines at all times (and policies of other third parties as required, such as NSWTA and TFA)
- Be accountable for the adherence to these same policies by players, player's families, coaching staff and other team management and be prepared to deal with any cases or issues arising as required by Manly Touch or other authorities
- Demonstrate the ability to work within the NSWTA 'Code of Conduct' guidelines
<http://www.nswtouch.com.au/wp-content/uploads/2017/02/NSWTA-Representative-Player-Parent-Guardian-Code-of-Conduct-230117.pdf>
- Possess strong communication and time management skills and act as critical liaison and communication lead for administration matters and enforcement of all requirements by players and families, and:
 - notify all players and player's families of their commitments at the start of the rep program
 - notify all players and player's families of their training, Gala Day, tournament, and team obligations (including but not limited to injury management, nutrition and wellbeing, punctuality and participation) and uniform requirements
 - coordinate team payments to Manly Touch on time and in full
- Be a positive role model in behavioural management, appearance and ethics at all times
- Demonstrate the ability to work well under pressure whilst achieving objectives
- Provide regular communication to players, families and the Junior Representative Director
- Treat everyone fairly and with due respect at all times and provide a safe, independent, confidential, and trusted contact point for all parties to raise concerns, challenges, opportunities and constructive feedback
- Show enthusiasm, inclusivity, and enjoyment – make it fun!

Technical Skills

Team Managers appointed must:

- Manage the team to which the appointment was made until the completion of the appointment, which is normally two weeks after the Junior State Cup
- Be ultimately accountable for and provide a timely record of all required documentation for the team to which the appointment is made, which demonstrates sound and mandatory record keeping - including but not limited to: (i) financial status of each player, (ii) consolidated team payments made to Manly Touch within required timeframes, (iii) team competition accommodation requirements (e.g. Junior Northern Conference or Junior State Cup), (iv) team uniform and merchandising requirements, (v) referees for selected Gala Days as required, (vi) completed and signed player/family Codes of Conduct, (vii) ensure



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all players are financial and fulfil all eligibility requirements in accordance with Manly Touch and NSWTA requirements

- Possess a minimum FTEM certification standard as advised by NSWTA (which is 'Foundation' for Team Managers) - <http://touchfootball.com.au/coach/>
- Have a valid Working With Children Check (in accordance with the NSW Office of the Children's Guardian) - www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check
- Complete the two online courses provided by 'Play by the Rules'; 'Child Protection' and 'Harassment & Discrimination' - <https://www.playbytherules.net.au/online-courses>
- Possess good oral and written skills
- Ensure that your team adheres to the #RESPECT guidelines to and with referees
- Be accountable for checking scores at tournaments to ensure that they are agreed and accurate
- Be accountable for ensuring all mandatory tournament team documentation is completed at all times
- Encourage maximum and equal participation by all players
- Ensure that all players wear approved uniforms at official tournaments (clothing, footwear, off field supporters' shirts)
- Ensure that all players are appropriately prepared for all games (considering climate, hydration, food, etc.)
- Monitor player performance and well-being, encouraging feedback to and with the players, families, and the Junior Representative Director throughout the representative program

For more information please contact:

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