

Role Description

Role: Australian National Team Manager

Responsibilities

The Team Manager will be required to manage the best interests of the team within the broader parameters of the best interests of Basketball Australia. The Team Manager will be the primary point of contact between the athletes and Basketball Australia. Communication between the athletes, coaching staff, support staff and Basketball Australia will be a primary component of the position.

The Team Manager will report directly to the Head of National Programs, High Performance for key planning, strategic and budget development whilst staff in Basketball Australia will provide additional support. The team manager will manage the team camps, overseas tours and competition in Australia as directed by Basketball Australia.

The Team Manager will be responsible for:

- In conjunction with the Head Coach assisting in the development of a consistent culture in the team.
- Liaising with BA to ensure that all operational requirements are planned, implemented for the team's training camps and the organisation of tours.
- Liaison with the LOC and attendance at FIBA Technical and general tournament meetings at international events.
- Ensuring the smooth conduct of athletes and staff at camps and tours.
- Ensuring all equipment and uniforms required for the team are organised.
- Development of camp and tour handbooks, communicating all relevant information to all athletes, coaching, support staff and BA High Performance management
- Research and proactively plan ahead for all activities in the calendar
- Assisting the head coach to carry out the program that has been developed.
- Maintain up to date contact lists and regulation communication with Basketball Australia High Performance, all athletes and support staff in the program.
- Assist the Head Coach whilst on tour with media requirements as directed by Basketball Australia Media contact
- Prepare and submit a report on each competition activity including all honour roll requirements for history purposes.
- Maintain with the coaching staff the discipline and behaviour of the team always when they are representing Australia in any activity.
- It is expected that the Team Manager will attend training camps and travel with the team on all tours as directed, unless there are exceptional circumstances where BA may provide a replacement person. In addition, the manager may be required to attend occasional meetings organised by BA of all national team managers, and other meetings with the coaching staff or relevant personnel at Basketball Australia.
- On a day-to-day basis, the manager will be responsible for working with the head coach to administer and deliver the team's program, which will be determined by the head coach in consultation with Head of National Programs.

Financial Reporting

Basketball Australia when required will provide Cash Advance funding for an activity.

Cash Advance expenditure and reporting is to comply with the process and guidelines outlined below:

- Cash Advance acquittal is to be completed within 14 days post the event
- If the net amount is a credit, then it will be paid to the claimant, if it is a debit then please refund to BA and attach a copy of the bank transfer of funds.
- Attach all original receipts or tax invoices. If there are no receipts or tax invoices an acquittal of an advance cannot be processed. However, in some circumstances the following will be accepted:
 - Evidence to support the cost of the good/item that has been procured (e.g. a bank statement showing the expenditure as long as it can be clearly identified as the particular expense) outlining full detail of the purchase, its purpose, and cost.
- Expenses not covered by Basketball Australia
 - Where teams choose to dine out during a camp or tournament, when meals have been provided at the hotel
 - Sightseeing-Shopping-Tourism activities (includes transfers to and from the activity)

Remuneration (Not Applicable to BA Permanent Staff)

This is an honorary position with all expenses in relation to participation in the program covered by BA.

An undetermined honorarium will be advised when the activity for the program has been finalised.

Two weeks post the qualifying event an honorarium will be processed based on the agreed processes below being completed:

- Event Report submitted
- Honour Roll submitted
- Financial Acquittal of team funds
- Expense Claims submitted
- Return of BA issued team travelling kit and equipment.

Payments are usually made direct to a bank account. BA will not pay for, or make any allowances for, leave of any sort.

If the manager is injured when involved in national team activities, such injury will be covered under BA's sports injury insurance policy.

Communication and working relationship

The Team Manager will be directly responsible to Basketball Australia's Head of Delegation on tour and Basketball Australia's Head of National Programs who will oversee the program. The Team Manager will also work with other BA staff as required.

Key Performance Indicators

- Effective communication with athletes, coaching and support staff and BA
- Management of the team budget for camps and tours both in and out of Australia
- Development of Camp and Tour handbooks in conjunction with BA HP
- Management of the team at all camps and tours
- All team members abide by the BA Code of Conduct always
- Team reports, financial reporting, honour rolls and return of equipment/uniforms are completed

Experience

- Previous experience as Basketball team manager at state or national level for an elite Junior team

Capability

- Effective communication to manage athletes and parents/guardians of junior elite athletes
- Problem solving and negotiation
- Proactive – being one set ahead, anticipation and preparation of campaign
- Highly organised