
POSITION TITLE: SPORT TEAM MANAGER

Position Outline:

All RMIT representative teams require a Team Manager (TM). The TM will assist in the recruitment, coordination and management of the sporting teams competing at the 2019 UniSport Nationals. The TM is required to liaise with RMIT Sport and the University Team Manager (UTM).

Remuneration:

The role of a Sport TM is classified as a volunteer position. However, subsidies are available to TM's to cover some of their expenses towards the Nationals events.

In 2019, the total subsidy available for a TM is \$240.

- \$30 subsidies are available for attending the four on campus TM meetings
- \$60 subsidy available for attending the Easter Leadership day.
- Bonus \$20 subsidies available (up to \$60) for completion of additional online training modules.

Benefits:

Written and verbal references can be provided upon request, post event.

TM's who attend a minimum of three TM meetings and successfully carry out their role will also be eligible to receive an RMIT LEAD certificate. This is an official acknowledgement of a leadership and volunteering role undertaken at RMIT.

Should Team Manager's be forced out of a playing role due to high quality recruits, they are still guaranteed a place at the event as a "non-playing" Team Manager. Therefore a benefit of the role is a guaranteed place at the Nationals events.

Reporting Line:

UTM – RMIT Representative Sport Officer

Requirements:

The Sport TM must have exceptional organisational skills. The TM must also have a broad knowledge of their chosen sport, have previous experience in a leadership role and be available to attend all TM meetings.

The Team Manager must conduct themselves maturely, responsibly and fairly at all times when acting as a representative of RMIT. TMs will display leadership and act as a mentor to their fellow team members.

A Working with Children's Check (WWCC) must be held by TMs.

Roles & Responsibilities:

Prior to the Games:

1. Attend orientation events, if requested, to promote your sport.
2. Attend all scheduled meetings as outlined below.
3. Liaise with, and maintain regular contact with the UTM
4. Manage applications and online team lists through the RMIT Link website. This includes making contact with all new applicants and providing regular communication regarding team trials, team selection, training and event details.
5. Organise at least two selection trials. In conjunction with the UTM and/or Sport Coach, assist in the selection of the best possible team to represent RMIT University (it is mandatory the team is selected on ability only. If you anticipate a conflict of interest with friends, please reconsider as to whether you believe you can carry out this role).
6. Organise at least four training sessions (Div 2 sports), or six training sessions (Div 1 sports).
7. Assist team members with the registration process, as directed by the UTM.
8. Determine event options and logistics– eg. Will your team hire a car? Will you organize meals?
9. Organise a fundraiser for your team (recommended, optional).
10. Attend any functions as required, including Redbacks Event Launch, RMIT Sport Awards Night etc.

During the Games:

1. Ensure that all athletes in the team comply with the RMIT participant Code of Conduct.
2. Report to the UTM on a daily basis, notifying the staff member of results, incidents, playing breaches, forfeits or misbehaviour by team members.
3. Ensure your team is aware of the sport schedules and transport options.
4. Ensure that all RMIT team duty requirements are met (scoring, boundary running etc.).
5. Attend any team meetings, dinners or functions as organised by the UTM.

After the Games:

1. Ensure that any loaned equipment is returned one week after the event.
2. Provide suggestions to assist the UTM to improve the event or experience in the future.

TEAM MANAGER MEETINGS, 2019

- Meeting 1 – Tuesday 12 March City Campus (week 2, sem 1) 6-7:30pm
- Meeting 2* – Thursday 18 April Leadership Day (Easter Thursday) 10am - 3pm
- Meeting 3 – Monday 3 June Bundoora Campus (Study Break) 6-7:30pm
- Meeting 4 – Monday 29 July City Campus (week 2, sem 2) 6-7:30pm
- Meeting 5 – Monday 16 September City Campus (week 8, sem 2) 6-7:30pm
(Div 2 TMs not required for meeting 4 and 5)

*Leadership day will compose of a morning workshop, meeting, lunch and finish with an activity. All expenses will be covered.

PLEASE NOTE: Failure to attend meetings will not only leave TM's ineligible for a full subsidy but students failing to attend will also potentially be dismissed from their role. If you are unable to commit to the TM meetings, you may need to reconsider applying for the role.

2019 REDBACKS CAPTAIN

Team Captainty appointments in 2019 will be made prior to Div 2. All team managers will be eligible for nomination to fill the Redbacks captainty role.



Name:	
Student Number:	
Mobile Number:	
Email Address:	
Sport:	
Campus studying at:	

Please answer the following questions in detail:

1. Why are you interested in being a Team Manager?
2. What skills do you have that you believe are required to competently fulfill this role?
3. Do you have any prior experience as a leader or as a captain? If yes, please explain.
4. What are some of the strategies you will use to ensure your team is successful?
5. Which University Games/Nationals events have you previously attended? Please list all that you have been involved in.
6. What course are you studying towards and what year and semester do you intend to graduate from RMIT?

All applications are to be emailed to: eliza.goulding@rmit.edu.au
Applicants will be notified of the status of their application within 2 weeks.
Successful applicants will be required to attend an interview with RMIT Sport UTM.