

## Memorandum

**TO:** ALL INTERESTED TFA MEMBERS  
**FROM:** WAYNE GRANT – HIGH PERFORMANCE MANAGER  
**SUBJECT:** MASTERS MANAGERS POSITION DESCRIPTION  
**DATE:** 5 FEBRUARY 2010

**Title: 2010 Masters Trans Tasman Team Manager**

### 1. Duties

- 1.1 To manage the team to which the appointment is made.
- 1.2 To liaise with the coach and TFA to ensure implementation of Touch Football Australia Policies.
- 1.3 To assist the coach in arranging team training sessions and attend sessions if located in a locality close to the manager's place of residence.
- 1.4 To provide water and ice for training sessions and for games during the Tournament.
- 1.5 To liaise with the coach and team management regarding administrative matters and specific issues such as media liaison, photographs, transport, accommodation and meals etc.
- 1.6 Must be prepared to keep contact details and team attendance records during period of appointment.
- 1.7 Ensure all forms are filled in properly and signed by players also returned and you have a copy of all relevant forms whilst team is on tour e.g. Medical forms.
- 1.8 To assist the coach in ensuring the conduct of the team is beyond reproach.
- 1.9 Be prepared to assist the players with any nutritional or other special requirements.
- 1.10 Ensure the needs of the players are well catered for.
- 1.11 Be responsible for Hire Vehicles while on Tour, any fines or damage costs are the responsibility of the Manager/Coach. Ensure Hire Vehicles are returned with a full tank of fuel. Cost of fuel is to come out of Petty Cash provided before tour commences.
- 1.12 Be responsible for Petty Cash while on Tour ensure receipts are given where ever possible, ensure that all receipts and a record of items without receipts are kept at end of Tour. Reconcile and return receipts and all unexpended money to the office.
- 1.13 Must be prepared to coordinate and participate in team fundraising activities.

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1.14 Provide TFA with regular written reports when required.

## **2. Criteria for the Position**

- 2.1 The Manager must demonstrate the ability to work within the Touch Football Australia's "Code of Behavior" guidelines.
- 2.2 Desirable to possess a Level 1 Touch Coaching Certificate.
- 2.3 Preparedness to accept the conditions of appointment.
- 2.4 A broad knowledge of all National Technical Panel Policies
- 2.5 Good interpersonal relationship skills
- 2.6 Above average organisational skills and the ability to meet deadlines
- 2.7 Good oral and written communication skills
- 2.8 The ability to work well under pressure whilst still achieving objectives
- 2.9 Must possess and display an attitude expected by a Touch Football Australia official.
- 2.10 Desirable to hold current "MR" class licence. **Must** have current regular drivers licence.
- 2.11 Desirable to possess First Aid Certificate or Sports Trainer Level 0 Certificate
- 2.12 Must complete the requirements of relevant States and Countries working with children policy.