



State: U18 Youth Girls Team Manager

POSITION TITLE: State: U18 Youth Girls Team Manager

DATE ASSUMED POSITION: November 2013

EXPECTED DATE TO CEASE POSITION: November 2015

KEY FOCUS OF THE ORGANISATION

To enhance and promote Australian Football throughout the community, encourage greater levels of participation, enjoyment and commitment by individuals, community groups, business and government

KEY FOCUS OF THIS POSITION

- To create an elite developmental environment that is conducive to both learning and enjoyment
- Contribute to the development of skills, physical attributes, football knowledge, personal growth and self esteem of all players
- Support the implementation and help coordinate appropriate training and carnival programs that maximises the development of all players
- Manage player welfare before, during and after the carnival.
- Coordinate required team paperwork
- Lead and influence all players and staff in a positive manner.

REPORTING RELATIONSHIPS

THIS POSITION REPORTS TO THE FOLLOWING PEOPLE:

- Female High Performance Manager
- State U18 Youth Girls Head Coach

THIS POSITION REPORTS TO THE FOLLOWING AREA AT THE WAFC:

- Female Football – High Performance

THIS POSITION HAS THE FOLLOWING DIRECT REPORTS:

- Female High Performance Manager
- State U18 Youth Girls Head Coach
- Parents and players

AUTHORITY LEVELS

Players, Support Staff and parents as directed by both the Head Coach and the Female High Performance Manager

KEY RESULT AREAS	PERFORMANCE INDICATORS
PLANNING & IMPLEMENTING TRAINING	<ul style="list-style-type: none"> • Attend training sessions • Where required be responsible for training facilities general lock up, maintenance of equipment and distribution of gear • Distribute handouts/information pertaining to program • Contact players re: change of venues, times, training requirements • Maintain accurate player profiles, contact details, medical forms • Keep accurate record of training attendance • Develop close rapport with playing group and act as a liaison between players, and coaches as needed
MATCH DAY OPERATIONS/FUNCTIONS	<ul style="list-style-type: none"> • Prepare team sheets for distribution to Ground Managers prior to matches • Oversee pre-game schedule to ensure coaching staff run to time • Prepare voting slips for pre-game, collect and collate post game • Oversee “bench management” of players, interchanges and equipment • Keep accurate scores and goal scores during matches • Ensure post-game refreshments are made ready for team prior to the conclusion of the match • Submit match results sheet to the Ground Manager • Oversee the final clearance of rooms/venues
HUMAN RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Encouragement and support of players development • Provide feedback to all players where relevant • Report to the WAFC Female High Performance Manager on all matters pertaining to the program and player welfare • Liaise closely with the Head Coach on all matters pertaining to the program and player welfare • Assist in the mentoring of the playing group
INFORMATION COMMUNICATION AND MANAGEMENT	<ul style="list-style-type: none"> • Provision of accurate & timely feedback (verbal, written, visual) to all players/staff (including medical and support staff) • Appropriate instructions to players at training, pre, during and post match • Collate player/staff clothing sizes • Attend Coach and Managers meeting prior to championship • Forward all paperwork for National Championships to WAFC Female High Performance Manager to check then submit
PUBLIC RELATIONS	<ul style="list-style-type: none"> • Attend all functions as requested by the WAFC relating to the WA State U 18 Youth Girls Team • Communicate with the Female High Performance Manager when required • The Team Manager shall wear approved WAFC State apparel for <u>all</u> training sessions, team or representative functions and matches. • Attend the Lap of Honour to represent the team at the WAFL Grand Final in September

COMPETENCIES (SKILLS, KNOWLEDGE AND EXPERIENCE) REQUIRED:	
People Management: <ul style="list-style-type: none"> • Capacity to effectively manage talented athletes and staff. • Possess strong conflict resolution skills. • Ability to liaise with a variety of different people 	Information Management: <ul style="list-style-type: none"> • Highly competent in processing and storing information
Football Knowledge: <ul style="list-style-type: none"> • Understanding of talented athlete identification, development theories and practice. • Sound knowledge of coaching techniques/strategies • Sound understanding of skill development learning strategies • Sound knowledge of WAFC Talent Pathway/programs 	Planning & Organisation: <ul style="list-style-type: none"> • Highly competent ability to plan and program the team's information for the Championships • Highly organised structure in various other forms • Ability to report and contribute to the planning review process at the conclusion of the program
Desirable Personal Attributes: <ul style="list-style-type: none"> • Highly organised • Meticulous organisation • Sound computer skills 	Personal Traits: <ul style="list-style-type: none"> • Ability to demonstrate empathy for players and staff • Ability to demonstrate honesty and integrity in all roles within the State Team • Ability to motivate through a variety of mediums
Effective Communication: <ul style="list-style-type: none"> • Highly developed and proven communication (written, verbal, visual), interpersonal skills across a variety of mediums 	Team Leadership: <ul style="list-style-type: none"> • Ability to influence all stakeholders to work together to achieve the programs objectives

SELECTION CRITERIA

REQUIRED:

- Demonstrated organisational skills
- Demonstrated knowledge, involvement and understanding of talent development programs
- Highly developed verbal and written communication skills
- Demonstrated ability to formulate and communicate sequential programming and planning skills
- Demonstrated ability to nurture talented athletes
- Demonstrated ability to develop high levels of team spirit and unity

DESIRABLE

- Previous managing experience within the WA player pathway
- Demonstrated high levels of organisational skills on multiple levels

Expressions of interest briefly covering the selection criteria should be received by 5.00pm Monday 14/10/2013 and addressed to;
 Alison Moore
 WAFC Female High Performance Manager
 PO Box 275, Subiaco WA 6904
amoore@wafc.com.au

TERMS AND CONDITIONS

The following benefits will be provided for the successful applicant:

- * Accommodation
- * Return airfare
- * Full Championship apparel
- * WAFL Tickets where appropriate

3.2 Term of the Appointment:

- * This position is for 2 years and is subject to review on an annual basis.
- * Any coach who coerces players to their own club in an unprofessional manner will be subject to investigation and dismissal from the State coaching position

I hereby agree to the terms outlined in the above document:

State U18 Youth Girls Team Manager

Alison Moore - Female High Performance Manager

Dated this the _____ day of _____ 2013.