



# STATE TEAM POSITION DESCRIPTION

**POSITION TITLE:** Team Manager

**REPORTS TO:** Sports Program Manager

**LOCATION:** Varied

Gymnastics QLD is the peak body responsible for the management, coordination, development and promotion of gymnastics in Queensland. Gymnastics QLD is an affiliate member of the Australian Gymnastics Federation.

## **Objectives:**

The stated objectives of Gymnastics Queensland are to:

- Encourage, develop, promote and control Gymsports throughout the State of Queensland
- Establish and maintain, throughout Queensland, a uniform code of rules and regulations to govern Gymsports under its jurisdiction
- Develop a network of successful member clubs across Queensland to deliver quality Gymsports programs
- Provide services and support, to member clubs, coaches, judges and administrators, which is second to none.
- Encourage community health, welfare, physical education and research through gymnastics
- Regulate, supervise, coordinate and promote Gymsports activities, programs, competitions and events
- Facilitate cooperation between members of the Association and external organisations, bodies and individuals
- Promote membership of the Association and foster the interests of its members
- Affiliate with organisations and any other bodies to further the purposes of the Association
- Provide a means by which Clubs in Queensland can become affiliated to further these purposes

## **Position Objective:**

The Team Manager is required to:

- Effectively manage the resources of Gymnastics QLD to successfully organise and coordinate the QLD State Team Gymsport they have been designated
- Coordinate a volunteer base to ensure the efficient and effective execution of their Gymsport State Team and continuously develop skills and know how of any volunteer reporting to the Team Manager from time to time.

### Specific Duties:

The Team Manager will perform the following duties:

- a) Be responsible to the State Association for the management and control of the Gymsport Team representing their State from time of assembly until the return of the Team to their State/designated time of departure.
- b) Be required to present to the State Association a detailed report and statement of account covering the contingency funds and the full activities of the Team during the period of his/her administration. A confidential Report on personnel may be given to the Executive Director.
- c) Be totally responsible for discipline and immediately report to the State Program Manager/Head of Delegation or State Association should any serious breaches of discipline or misconduct by any member of the Team.
- d) Prior to departure, brief the Management Team concerning the composition and purpose of the Tour. Briefings are to include information on:
  - \* Protocol
  - \* Emergencies
  - \* Line of communication
  - \* Responsibilities
- e) Clearly understand and ensure adherence to the defined guidelines for: Dress of the team; Luggage taken; Behaviour of all State Team Member's.
- f) While away provide all information and communicate with all members of the Team and set meeting times for the Team that will be appropriate with the schedule.
- g) Collect any valuables that the Team wishes to entrust, e.g. jewellery, money, approved medicines, etc.
- h) Maintain all medical documentation and accompany (or delegate appropriate team member) any Team Member for necessary attention for dental, medical, hospital or drug testing.
- i) Assign an appropriately suitable official to accompany any athlete for drug testing in the event their personal coach is not in attendance at the event.
- j) Adjudicate any problems that may arise amongst the gymnasts, officials, or supporters.
- k) Consult with the Head of Delegation on State policy, hospitality, meetings or problems with Team Personnel or State supporters;
- l) Liaise with the State Office concerning itinerary, contingency, uniform, general organisation.
- m) Together with the other Officials ensure that the tour is a harmonious event with the combination of team spirit, good health and best environment for optimum performance.
- n) Work in consultation with team coaches to establish Order of Work.

- o) Read, understand and comply with all relevant Gymnastics QLD policy and procedure with particular emphasis upon the Gymnastics QLD Member Protection & Child Protection Policies, including the Role Specific Codes of Conduct.

**Attributes:**

To be considered for this role you will need a background in team management. You will have strong negotiation skills, a solid understanding of event budgeting and a commitment to ensuring a positive team experience for team members.

Your communication skills will be matched by your sound judgment and the capacity to work towards the best possible outcome for the QLD state team. You will have the capacity to work independently and the ability to manage a number of team members.

**Reviews:**

No later than two weeks following the completion of the event you will be required to submit a team report, in writing, to the Gymnastics QLD Executive Director. The report should contain feedback on areas that worked well, areas that need attention, and recommendations for future teams.