



**EXPRESSION OF INTEREST
FOR
TEAM MANAGERS**

Fencing Victoria invites expressions of interest for the positions of Team Manager for the following competitions

Under 15 and Under 17(Cadet) National competition between 9 July and 13 July 2009.

School Teams and Under 20 (Junior) National competition between 30 Sept and 4 October 2009.

The duties of the Fencing Victoria Team Manager include:

- Co-ordinate coaching and support staff.
- Organise travel and accommodation for Team Coach, Referee and self and provide advice in relation to travel and accommodation to team members to ensure that the team is lodged in the same location to facilitate team organisation and transport
- Collect Team Agreements from all competitors
- Monitor individual athlete and team activity, and address issues as they arise.
- Co-ordinate day-to-day competition requirements.
- Ensure the all athletes have an appropriate preparation prior to the competition beginning, through consultation with athletes and their personal coach or assignment of lessons to the appointed Team Coach.
- Be responsible for disciplinary action for misconduct of coaches and athletes, reporting serious matters to Fencing Victoria.
- Attend any meetings called by the AFF or competition organising committee.
- Consult with Fencing Victoria selectors regarding composition of State teams according to Fencing Victoria rules.
- Ensure compliance with general rules of conduct during the competition.
- Present yourself and the team in a professional and positive image at all times.
- Comply with the Fencing Victoria Code of Conduct for Administrators,
- Be present at the venue during all events, and at least 45 minutes prior to the start of events on each day.
- Undertake any other tasks as subsequently agreed between the Fencing Victoria Executive and the Team Manager.
- Provide a Team Manager report within 28 days of the completion of competition. The report should cover performance of the athletes and teams and any issues that may have arisen during the competition.

The attributes of the Fencing Victoria Team Manager include:

- Excellent communication skills
- Reliability
- Ability to liaise with coaches/fencers/club administrators from Fencing Victoria
- A full Victorian drivers licence
- Working with Children Check
- An understanding of fencing coaching

A per diem of \$120 will be paid for each of the five days of the competition.

The position of Team Manager reports to the Fencing Victoria Executive.
Fencing Victoria will establish a panel of potential Team Managers from suitably qualified applicants.
Team Managers for each competition will be drawn from the panel by the Fencing Victoria Executive.
It is envisaged that Team Manager Roles will then be offered on a rotating basis to members of the panel subject to their availability and performance.
The panel will be reviewed annually.

The position of Team Manager may be undertaken on a job-share arrangement, as long as Fencing Victoria is satisfied that any responsibility handover issues will be appropriately handled.

Please forward your expression of interest/application demonstrating your ability to carry out the duties listed above and relevant qualifications and skills by email to development@fencingvictoria.org by Friday 6 March 2009.