



BASKETBALL VICTORIA STATE TEAM – TEAM MANAGER

Department	Pathways
Reports To	State Team Head Coach
Direct Reports	N/A
Supports	State Teams Administrator Appointed Team Support Personnel (Physiotherapist)

PURPOSE

The Team Manager:

- assists the Head Coach with knowledge and support in order to best prepare a team for the National Championship, and
- leads the day-to-day support and administration of selected athletes, coaches and staff in order to proudly and successfully represent Victoria at the national level.

SELECTION

The Team Manager is appointed after submitting an application to the BV General Manager – Pathways in response to an advertisement on the BV website.

Successful short-listed candidates may be invited to an interview with the Victorian State Team Coaching Selection Panel. At this interview the prospective Team Manager will identify their detailed experience and credentials for the position, as well as their understanding of the BV Child Safeguarding Code of Conduct.

Eligibility Requirements

The Team Manager must:

- be over 25 years of age, and
- hold a current driver's licence, and
- hold a current Working With Children Check from the Victorian Government (or other state equivalent).

Desired Experience / Qualifications

- Current First-Aid qualifications
- Experience in the role of Team Manager at the WNBL / NBL, NBL1, Big V, VJBL, or National Championships level, or other state / other sport equivalent.

RESPONSIBILITIES

Overall

The Team Manager will:

- complete paperwork required by BV (including the State Team Coaches Agreement and BV Child Safe Guarding Code of Conduct) and BA in a timely manner, and uphold the conditions and rules prescribed, and



- ensure BV's commercial partners are recognised, supported and not compromised, and
- represent Victoria and BV with integrity professionalism at all times, on and off the court, and
- adopt a personal culture of excellence and high standards that ensure they are a well-respected role model for our elite athletes, and
- attend a planning and preparation meeting in early October with all Victorian State Head Coaches and Team Managers to ensure consistency of approach for the coming year is understood and implemented.
- Other duties, as directed by BV.

Planning and Evaluation

The Team Manager will:

- assist the Head Coach with planning the preparation schedule for the upcoming National Championship attending, including training camps, recovery, travel, accommodation and other related events, and
- assist the Head Coach with organising selection trials, training venues, practice games and training sessions as required, and
- manage, maintain and continuously improve the endorsed Pathways Handbook including implementing policies and approaches with their team, and
- attend a planning and preparation meeting in early October with all Victorian State Head Coaches and Team Managers to ensure consistency of approach for the coming year is understood and implemented.

Athlete Assistance and Support

The Team Manager will:

- assist with the administration of BV's annual Athlete Agreements, and
- ensure, through the communication and monitoring of Athlete Agreements, that all identified SOP, SPP, NPP and State Team athletes are:
 - training under adequate and safe conditions,
 - monitored by their allocated coaches,
 - complying with the terms of their Athlete Agreement, and
- assist the Head Coach with overseeing team medical, wellbeing, hydration and recovery needs throughout the process from selection to the final National Championship commitment, and
- assist the Head Coach to ensure that all selected players undertake a comprehensive physical assessment by the appointed medical team staff. The athlete's physical fitness, health and wellbeing must be signed off seven (7) days before departure to the National Championship, and
- ensure all approved budget items are maintained and consult the General Manager – Pathways, should any variance or additional spend be required.



Communication

The Team Manager will:

- ensure that the State Teams Administrator, General Manager – Pathways, BV Head Coach, Selectors, State team players, coaches, support staff and parents are informed of all team matters in a clear and timely manner, and
- liaise closely with each athlete's family(ies) to ensure the welfare of each athlete is being understood, and
- ensure strong relationships are developed and maintained with related BV office staff, and
- enforce BV's social media protocols.

National Championship

The Team Manager will assist the Head Coach to manage, administrate and support coaches and staff with their preparations for the National Championship. This includes the selection process (though the Team Manager is not involved in athlete selection discussions), travel and meal planning, on-site requirements, uniforms and fundraising.

The Team Manager will also:

- maintain detailed financial records of income and expenditure for athletes and coaches throughout the National Championship, and
- coordinate all meals (food and drink) requirements for athletes, coaches and support staff throughout the National Championship, and
- wash and prepare the athlete's playing uniforms and game day apparel (such as Shoot Around Tops) throughout the National Championship, and
- liaise with the Head Coach in maintaining the schedule for team preparation and the National Championship week.

Practice Games

In preparing for the National Championship for Under 16 and Under 18 Victorian State teams, the Team Manager will help the Head Coach to ensure that meaningful practice games are played. As such, two (2) practice games must be arranged between the respective Country and Metropolitan women's and men's teams - one (1) game will be hosted at a metropolitan venue and one (1) at a regional/country venue. The Singlet Presentation Day Practice Game should be included in this schedule.

Uniforms

The Team Manager will ensure that whenever possible, Victoria Country teams wear their traditional WHITE playing uniform and Victoria Metropolitan, U20 Navy, Kevin Coombs Cup and Ivor Burge teams wear their traditional NAVY playing uniforms.

Photographs

The Team Manager will ensure that for the official team photographs, Victoria Country teams wear their traditional WHITE playing uniforms and Victoria Metropolitan, U20 Navy, Kevin Coombs Cup and Ivor Burge teams wear their traditional NAVY playing uniforms.



Professional Development

An appraisal of the position will occur in the two (2) weeks immediately following the conclusion of the National Championship, by the State Teams Administrator.

REMUNERATION

A one (1) year campaign will be offered to the selected candidate. The Team Manager will be appointed by 1 October of each year until their review is completed following the respective National Championship.

This is a voluntary, non-paying, non-playing appointment. However, reasonable assistance will be provided from BV and the team's budget for travel, meals, uniform and accommodation expenses incurred for the respective National Championship.