

UNISPORT NATIONALS - TEAM MANAGER - POSITION DESCRIPTION

Position Title:

Sport Team Manager

Position Outline:

All Victoria University (VU) representative teams require a Team Manager (TM). The TM will assist in the recruitment, coordination and management of the sporting teams competing at the 2026 UniSport Nationals Championships. The TM is required to liaise with VU Sport and the University Team Manager (UTM).

Remuneration:

The role of a TM is classified as a volunteer position. However, subsidies are available to TM's to cover some of their expenses towards National.

Benefits:

Written and verbal references can be provided upon request, post event. The TM role is a recognised Victoria University volunteer leadership program. It is recommended that this role is listed on your resume. Should TM's be forced out of a playing role due to high quality recruits or injury, they are still guaranteed a place at the event as a "non-playing" Team Manager. Therefore a benefit of the role is a guaranteed place at the Nationals events.

Reporting Line:

UTM - VU Sports Coordinator

Requirements:

The TM must have exceptional organisational skills. The TM must also have a broad knowledge of their chosen sport, have previous experience in a leadership role and be available to attend any TM meetings. The TM must conduct themselves maturely, responsibly and fairly at all times when acting as a representative of VU. TM's will display leadership and act as a mentor to their fellow team members. A Working with Children's Check (WWCC), First Aid & CPR must be held by TM's.

Roles & Responsibilities:**Prior to Nationals:**

1. Attend orientation events, if requested, to promote your sport.
2. Attend any scheduled meetings.
3. Liaise with, and maintain regular contact with the UTM.
4. Manage applications and online team lists. This includes making contact with any new applicants and providing regular communication regarding team trials, team selection, training and event details.
5. Organise at least one selection trial. In conjunction with the UTM and/or Sport Coach, assist in the selection of the best possible team to represent VU (it is mandatory the team is selected on ability only. If you anticipate a conflict of interest with friends, please reconsider as to whether you believe you can carry out this role).
6. Organise any training sessions, with assistance from the UTM.
7. Assist team members with the registration process, as directed by the UTM.
8. Determine event options and logistics— eg. Will your team hire a car? Use UBER? Will you organise meals?
9. Organise a fundraiser for your team (recommended, optional).
10. Attend functions if required, including Nationals Team Launch & Sport Awards etc.

During Nationals:

1. Ensure that all athletes in the team comply with the VU participant Code of Conduct.
2. Report to the UTM on a daily basis, notifying the staff member of results, incidents, playing breaches, forfeits or misconduct by team members.
3. Ensure your team is aware of the sport schedules and transport options.
4. Ensure that all VU team duty requirements are met (scoring, boundary running etc.).
5. Attend any team meetings, dinners or functions as organised by the UTM.

After Nationals:

1. Ensure that any loaned equipment is returned one week after the event.
2. Provide suggestions to assist the UTM to improve the event or experience in the future.