



Gymnastics
New South Wales

Gymnastics NSW

State Team

POSITION DESCRIPTION

Position Title: **Team Manager**

Reports To: Gymnastics NSW

Location: Varied

The selection onto a GNSW state team is a prestigious honour that only a handful of athletes and officials are recognised with each year. To ensure the best possible performance at the Australian Championships, and to provide a transparent decision making process, Gymnastics NSW (GNSW) has developed this policy. It should be used in conjunction with the Gymnastics NSW Selection Policy and the sport specific criteria.

Position Objective

The Team Manager is required to:

- Effectively manage the resources of Gymnastics NSW to successfully organise and coordinate the NSW 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 knowhow 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 Gymnastic Team representing their State from time of assembly until the final team activity.
- 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 President or Executive Director.
- c) Work in conjunction with the Head of Delegation to adjudicate any problems that may arise amongst the gymnasts, officials, or supporters;
- d) Assist with the managing any serious breaches of discipline or misconduct by any member of the Team;
- e) Define guidelines for, but not limited to Dress of the team, Luggage taken, Behaviour of all State Team Members;



- 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) Conduct all team meetings with chaperones, coaches, officials and athletes;
- h) Collect any valuables that the Team wishes to entrust, e.g. jewellery, money, approved medicines, etc;
- i) Maintain all medical documentation and accompany (or delegate appropriate team member) any Team Member for necessary attention for dental, medical, hospital or drug testing;
- j) Ensure Team and individual photographs (or appropriate photographs) have been taken;
- k) Consult with the Head of Delegation on State policy, hospitality, meetings or problems with Team Personnel or State supporters;
- l) Develop, schedule and make arrangements for all aspects of the tour including, but not limited to, itinerary, contingency, uniform, general organisation;
- m) Coordinate all team logistics;
- n) Schedule and arrange all timetables for all team members;
- o) Delegate the necessary responsibilities to the suitable team members as appropriate;
- p) Assign an appropriately suitable official to accompany any athlete for drug testing in the event that their personal coach is not in attendance;
- q) Liaise with State Association Office and Gymnastics Australia, including event staff, on any matter arising that requires attention
- r) 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.
- s) Read, understand and comply with all relevant Gymnastics NSW policy and procedures, with particular emphasis upon the Gymnastics NSW Member Protection & Child Protection Policies, including the Role Specific responsibilities and Codes of Conduct.

Attributes

To be considered for this role you will need a background in team management. You will have strong negotiation skills, 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 NSW 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 NSW State Association. The report should contain feedback on areas that worked well, areas that need attention, and recommendations for future teams.