



ILLAWARRA ACADEMY OF SPORT POSITION DESCRIPTION: SQUAD MANAGER

MAJOR DUTIES

1. Assist in the management of the program

- ◆ Liaise with the Program Manager, Head Coach/ Coordinator, and squad coaches in the planning, delivery and assessment of the program.
- ◆ Provide continual feedback to the Program Manager, athletes and their parents.
- ◆ Attend coaching meetings and Academy functions.

2. Assist the squad coaches in the supervision, management and overall development of the squad

- ◆ Attendance, assistance and supervision of the squad at coaching/ training sessions, education sessions, competitions, events, camps and tours.
- ◆ Take attendance at each session and provide the Academy office with an attendance record by the following day.
- ◆ Ensure correct Academy uniform is worn for all sessions and events.
- ◆ Responsibility for the first aid kit at all Academy sessions.
- ◆ Supervision of a player should they sustain injury. Make contact with parent/guardian and report all injuries to the Academy.
- ◆ Ensure all players and parents are aware of session dates, times and locations.
- ◆ Be responsible for Academy equipment used during program sessions.
- ◆ Assist the coaching staff at training and competition where required.
- ◆ Maintain a sound understanding of the Academy's policies and rules and the sport's rules and regulations, and ensure all squad members respect and support the Academy's and sport rules and policies.

3. Promote the Academy program and scholarship holders to achieve excellence

- ◆ The squad manager must be cognizant of the objectives of the Academy and assist to enforce the standards expected of the athletes.

4. Ensure Academy sponsors are well promoted and recognised. Attend certain functions on behalf of your sport

- ◆ Sponsors, both corporate and government are essential to the Academy's existence and the coach should ensure sponsors are promoted by athletes and staff to the highest levels possible at all Academy activities. This may require attendance at certain functions throughout the year.

5. Assist the Program Manager with administrative and organisational duties

- ◆ Produce reports, score sheets and results, necessary paperwork and other administrative tasks as required.
- ◆ Keep an attendance record, maintain an up to date list of players' contact details and forward any changes to these details to the Program Manager.

- ◆ Preparation of reports/ results after competitions and events for distribution to the Head Coach/ Coordinator and the Program Manager.
- ◆ Assist the Head Coach/ Coordinator in completing the annual report for the Academy Year Book.

6. In conjunction with the Program Manager and Head Coach/ Coordinator, organise and deliver tours and camps

- ◆ Accompany the squad away on tours, including overseas or interstate travel.
- ◆ Tours are an effective part of the development program and it is expected that when required, the Squad Manager will assist the Program Manager in the organisation of tours by providing sporting contacts and assisting in tour planning.

7. Ensure Academy policies are implemented to full effect and where appropriate provide input to the Academy on the function of policy

- ◆ The Squad Manager should be aware of and support Academy policies. Policies are in place to manage potential risk arising from matters concerning fairness and equity, legal issues, financial impacts, and political issues.
- ◆ The Squad Manager is entitled to provide input and advice to the Academy on policy related issues and this involvement is encouraged.

LIMIT OF AUTHORITY

As per the guidelines for all Academy program staff the Squad Manager requires authority from the Executive Director prior to:-

- i) Committing the Academy to expenditure
- ii) Reproducing the IAS logo or name
- iii) Approaching current or prospective sponsors, or service providers
- iv) Act in his/her official capacity in activities outside of Academy
- v) Order equipment, uniforms or merchandise
- vi) Give approval for non Academy personnel to represent the IAS in aspects such as fundraising, attendance at meetings etc.

PAYMENT

A small honorarium is paid to cover expenses. The amount varies depending upon:
i) qualifications; ii) length of time with Academy; and iii) nature of the program

SQUAD MANAGER PROFILE

The squad manager should demonstrate a commitment to the development of junior athletes and a strong belief in the application of coaching principles and activities in relation to pre-elite development.

The Academy utilises a range of specialist experts in areas such as fitness testing, sprint training, sport psychology, sports medicine, nutrition, and drug education. It is expected that the squad manager will have a general awareness of the role these aspects play in elite development.

KEY RELATIONSHIPS WITHIN SPORTS PROGRAMS

- Coordinator/ Head Coach
- Coach
- Manager
- Apprentice Coach
- Academy Program Manager
- Officials and Support Staff
- Athletes