



ADELAIDE UNIVERSITY SPORTS ASSOCIATION INC

Ground Floor, George Murray Building

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THE UNIVERSITY OF ADELAIDE SA 5005

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ABN: 92 486 723 757

## SOUTHERN UNIVERSITY GAMES TEAM MANAGEMENT POSITIONS

### POSITIONS AVAILABLE

There are a number of sport specific Team Management (TM) positions available with Adelaide University Sport to work at the 2017 Southern University Games (SUG). These positions are only available to those not competing in the SUGs.

Sports:

AFL, Badminton, Basketball, Beach Volleyball, Cheer, Cross Country, Futsal, Golf, Hockey, Lawn Bowls, Netball, Rugby 7s, Soccer, Squash, Table Tennis, Tennis, Tenpin Bowling, Touch, Ultimate and Volleyball.

### DATE AND LOCATION

July 2 – 6, 2016

Geelong, Victoria

During the event TMs will be responsible for the specific sport team at the accommodation, sport venue and social venues.

### POSITION PURPOSE

TMs are responsible for the on and off-field organisation and conduct of their specific sport team prior to and during the Games. TMs are the primary point of contact between the team and the University Team Manager (UTM) and support staff.

### REPORTING / WORKING RELATIONSHIPS

TMs have a direct responsibility to the UTM and support staff.

TMs will also work closely with the following people:

- Their AU Sport Team (students and coach)
- Other Teams and TMs
- Australian University Sport Staff and Volunteers

### KEY TASKS AND RESPONSIBILITIES

The TM is responsible for their allocated sport team and the individual members, with strong support from AU Sport staff.



**PRE-SUG**

Assist the UTM and Coach with trials (if required).

Ensure all team members have paid all money owing to AU Sport by the due dates.

Ensure all team members have submitted and signed The Code of Conduct and Medical Form to AU Sport by the due date.

Circulate regular information and updates to all team members.

Ensure that team members have the correct uniform.

Arrange alternate playing strip to use in case of uniform clashes.

Attend all meetings as requested.

Organise any sport specific equipment.

**SUG**

Collect accreditation from the UTM prior to the Opening Ceremony and distribute to team members.

Attend the sports specific TM meeting (if there is one held).

Ensure all team members are fully aware of team requirements including match times and team duties.

Set a positive example for behavioural standards and adhere to The Code of Conduct and the AUS Code of Behaviour.

Ensure team duties are completed. Coordinate and delegate duties to team members as required.

Liaise with AU Sport staff and AUS event management as required.

Ensure team is in AU Sport uniform for official functions, ceremonies and matches.

Ensure all athletes have accredited correctly and on time prior to competition.

Provide reports and results to AU Sport staff as requested.

Attend any meetings called by AU Sport staff during the event.

Notify AU Sport staff on any incidents, injuries and/or protests and complete appropriate report forms if required.

Report all judiciary matters to AU Sport staff. The UTM shall then be responsible for coordination of appearance and representation of the player/official.

The TM has responsibility for and the discipline of the team on and off the field. Overall responsibility, however, rests with the AU Sport staff.

<b>POST-SUG</b>
Ensure all uniforms are returned to AU Sport.
Return TM Folder, including any completed incident report forms, to AU Sport.

**KNOWLEDGE SKILLS AND EXPERIENCE**

The Team Manager role is open to students and non-students and would ideally suit someone already involved in the specific sport.

Desirable attributes:

- Excellent organisational skills
- Experience in dealing with a wide variety of people
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Knowledge of the sport desirable

Personal attributes:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well-developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

Other requirements:

- Attend compulsory AU Sport team meetings
- Comply with and agree to The Blacks Code
- Attend the entire duration of the Games competition
- Wear the AU uniform as required and be neatly groomed at all times
- Conduct self in a professional manner by being punctual and reliable

**FINANCIAL INFORMATION**

All TMs hired by AU Sport will receive a \$150 reimbursement as per the AU Sport Financial Assistance Plan, which states that reimbursement is payable at the completion of the event if The Code of Conduct and the requirements set out in this Position Description are upheld.

TMs will be expected to cover all costs up-front, including:

Registration - \$20 + \$5 service fee

Team Package (accommodation, uniform and team dinner) – \$285



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## POSITION PARTICULARS

<b>Event:</b>	July 2 – 6 2017
<b>Working Days:</b>	TMs may be called upon at any point during the event in relation to the specific sport team. TMs are expected to attend all matches, team functions and meetings prior to and during the event, as well as communicate with and assist the UTM with the coordination of the team prior to the event.
<b>Training:</b>	Induction will be provided the week prior to the event, however ongoing support will be provided in the lead up to the event
<b>Team Meetings:</b>	Pre-Departure – Friday 5 June
<b>Applications close:</b>	Friday, May 19 2017
<b>Selection / Interviews:</b>	From Monday, May 22 2017

## HOW TO APPLY

1. Read the position description and The Code of Conduct (provided below) in detail to understand what is expected of you
2. Check to ensure you are available for the duration of the position
3. Send your resume via e-mail [unigames@theblacks.com.au](mailto:unigames@theblacks.com.au)

All applications will be acknowledged and successful candidates will be contacted for a meeting with the UTM.

## FOR MORE INFORMATION

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## THE UNIVERSITY OF ADELAIDE AUSTRALIAN UNIVERSITY SPORT EVENTS CODE OF CONDUCT

Your selection to represent the University of Adelaide in 2017 at Australian University Sport (AUS) events is conditional upon you signing this agreement and observing its terms.

After reading the document in full, sign the agreement and return to Adelaide University Sport. You are advised to retain a copy of this agreement for your own records.

### 1. What is the Code of Conduct?

- 1.1 This Code sets out the types of behaviour that will not be acceptable during an AUS endorsed event and the consequences for such behaviour occurring.
- 1.2 This Code is established to ensure the highest possible standard of competition and management for the University of Adelaide teams at AUS events.
- 1.3 This Code is not intended to restrict or hinder a team member having fun and participating in a competitive manner in the event.
- 1.4 The Code applies from the day before the commencement of the first event on day one to the conclusion of organised activities on the last day or night.

### 2. Definition of terms

- 2.1 'Team member' - all people representing the University of Adelaide team, including competitors, coaches, managers and media.
- 2.2 'Sport team manager' - sport specific manager appointed by AU Sport.
- 2.3 'UTM' - the University of Adelaide University Team Manager.

### 3. Who does the Code apply to?

- 3.1 This Code applies to all team members.
- 3.2 Any team member in breach of either the following rules or any decision made by the UTM will be made subject to the disciplinary sanctions specified in this document.

### 4. Personal Obligations

- 4.1 I will act in a civil manner at all times and not engage in any unlawful behaviour or harass officials, players or spectators.
- 4.2 I will act upon instructions relayed by the UTM and persons appointed by him/her.
- 4.3 I agree to conduct myself so as to perform at the best of my ability at events, and carry out my duties to the team to the best of my ability
- 4.4 I understand that my accreditation, transport pass etc. will remain the property of the UTM and may be withheld, if required, as a disciplinary measure.
- 4.5 I will observe curfews and deadlines (e.g. times which team members are required to be at a certain place/meeting/appointment).
- 4.6 I agree that any grievance I have with another team member will be brought to the sport team manager. The sport team manager will bring the issue to the UTM.

- 4.7 I agree to observe and comply with directions of AUS event staff.
- 4.8 I agree to ensure that I only compete if I am eligible under the rules of AUS and that I will advise AU Sport if there is a change to my circumstances that may prevent my continued participation.
- 4.9 I agree to wear the official team uniform while participating in the competition and while travelling to and from the event.

## **5. Alcohol and Drug Policy**

- 5.1 I agree not to use or be in possession of any illegal substances during any competition or activity in which the team is taking part.
- 5.2 I agree I will not be intoxicated during any competition or activity in which the team is taking part. The team manager determines whether a team member is 'intoxicated'; not the team member him/herself.
- 5.3 If I consume alcohol, I will do it responsibly and will not allow my behaviour to result in a breach of this agreement
- 5.4 I agree that, as required by AUS, I will comply with the sport's National Sporting Organisation's Anti-Doping Policy, which can be obtained on request from AU Sport.

## **6. Medical Obligations**

- 6.1 I will disclose all relevant medical information to AU Sport prior to and during participation in AUS Events.
- 6.2 I agree that, acting on advice, the team manager may direct me not to participate in an event if he/she believes my participation would mean an unacceptable risk of:
- Causing harm, injury or death to myself or other participants in the event;
  - Aggravating an existing injury or illness I may have; or
  - Infecting other Team members or participants in the event
- 6.3 I acknowledge that AU Sport has strongly recommended that I take out Private Health and other insurance to cover me for medical and like expenses arising out of any injury or illness I may suffer whilst playing in AUS events and agree that I am solely responsible for all such expenses and any loss of income consequent upon any injury or illness.
- 6.4 I agree that AU Sport is not responsible for medical and like expenses in Australia or for any loss of income arising out of any injury or illness I may suffer whilst playing in AUS events and agree not to make any claim or commence any proceedings against AU Sport in respect thereof. (Also refer to clause 10.1 regarding insurance cover available).

## **7. Financial Obligations**

- 7.1 I agree that my selection and participation is subject to the payment of any specified participation fee prior to the event.
- 7.2 I understand the 'AU Sport Participant withdrawal and refund requests' policy.
- 7.3 I will reimburse any unauthorised expense incurred by me to AU Sport including but not limited to travel and accommodation.

## **8. Insurance**

8.1 Team members will be provided with insurance cover under AU Sport Student Accident Policy, provided that they satisfy one of the following categories:

- Currently enrolled student
- Current club member

8.2 Full details of the cover and a copy of the Insurance Policy can be obtained upon request from AU Sport. The policy does not provide cover for medical expenses incurred in Australia that are rebatable under Medicare, or any subsequent loss of income.

## **9. What penalties can be imposed?**

9.1 A team member in breach of this code of conduct will accept the results of their actions and comply with any disciplinary procedure that is enforced upon them.

### **9.2 Level One Sanction – Loss of Accreditation for up to 24hours**

*Administered by the Sport Manager or the University Team Manager*

Examples

- (a) Improper off-field conduct, i.e. towards another team member
- (b) Improper on-field conduct
- (c) Failure to comply with team or University curfews/deadlines
- (d) Late to trainings/games
- (e) Failure to comply with the UTM or sport team manager's instructions
- (f) Other improper conduct that the team manager determines as punishable by a Level One sanction

### **9.3 Level Two Sanction - Loss of Accreditation for remainder of tournament; permanent removal from the AU Team; sent home at own expense.**

*Administered by the University Team Manager*

Examples

- (a) Serious or repeated Improper off-field conduct, i.e. towards another team member
- (b) Serious or repeated improper on-field conduct
- (c) Repeated failure to comply with team or University curfews/deadlines
- (d) Repeated lateness to trainings/games
- (e) Repeated failure to comply with the UTM or sport team manager's instructions
- (f) Guilty of using an illegal substance or intoxication
- (g) Any illegal activity, including but not limited to violence, harassment, damage to property etc.
- (h) Other improper conduct that the team manager determines as punishable by a Level Two sanction.

9.4 The participant's emergency contact, as listed on the AU Sport Medical Form, may be contacted in the event of a misconduct incident

## **10. Acknowledgement and Authorisation**

10.1 I agree to observe the terms of this agreement.