



## Position Description for National Team Managers

Position Title	Golf Australia National Team Manager
Accountable to	Director – National Elite Development
Key Support	High Performance Manager, Golf Australia

### Purpose

In the role of team manager/captain to effectively co-ordinate and support selected Australian Teams in competition internationally and team preparation camps domestically.

Note: the terms captain and manager are used interchangeably.

### Criteria for Selection

Consideration will be given to those applicants who meet the following criteria.

- Experience as managers of national or state teams.
- Display an understanding of the current requirements for golfers to compete at international level.
- Preferably to have competed at State, National or professional level.
- Demonstrate and ability to understand and communicate with squad and team members.
- Have the ability to work co-operatively in a team environment.
- Be prepared to create a written report following each attended event.
- Be prepared to meet obligations regarding the Golf Australia Members Protection Policy with regard to Working with Children. This policy is available on the Golf Australia website.
- Have a current Level II First Aid certificate (if not at time of selection, then subsequent to that before travelling with a team).
- Have Club Level accreditation on the Rules of Golf (if not at time of selection, then subsequent to that before travelling with a team)
- Have proven high level organisational and logistical capabilities, particularly relating to group travel and managing in a team environment.

### Requirements

- Team management
- Compliance with R&A, Golf Australia and Event rules and regulations
- Co-ordination with Golf Australia staff for travel, accommodation and event management.
- Management and organization of individual members to ensure Golf Australia requirements, event administration requirements and information requirements are all met.
- Feedback and reporting to High Performance Manager Golf Australia.

## **Key Relationships**

- Team members, National Coach, Director – National Elite Development, High Performance Manager, Golf Australia Staff, Event Officials and other appropriate agencies

## **Delegated Authority**

- Budgeted expenses as presented and approved by the High Performance Manager Golf Australia.

## **Planning and Organisation**

- Liaise with the High Performance Manager regarding event information requirements for team members.
- To complete any tournament requirements once in attendance at the event. Eg. Nominate pairings, enter players
- To disseminate information to players, tournament staff, media etc as requested by Golf Australia and the tournament.
- Ensure all team members meet administrative requirements of the event
- Manage expenditure in accordance to budget.
- Ensure post-event reports and financial acquittals are returned to Golf Australia in required time frame.

## **Team Leadership and Management**

- Attend team preparation events or camps where required.
- To act as guardian to all players in their care for the duration of the event
- To handle all transport and logistics requirements both on site at the event and in transit to the event
- Coordinate with High Performance Manager to ensure all team members and team coach are familiar with travel, accommodation, training and competition requirements and timetables.
- At all times present the highest standards of sportsmanship and national representation through the spirit of goodwill and fair play.
- Be familiar with all obligations according to the Golf Australia Code of Conduct and Athlete Agreement and ensure that these obligations are communicated and met.
- Be familiar with special requirements of competition, ensuring that any needs or potential problems are managed and any negative impact on the individual or team is minimised.
- Attend to all reporting requirements of the team clearly and efficiently.
- Establish a professional working relationship with event managers and officials ensuring that all rules and requirements of the event are known and abided by at all times.
- Establish a rapport with team members based on trust and respect while remaining always in the role of team leader and manager.
- Raise all issues in an appropriate and timely manner.

## **Media Liaison**

- Act as the media liaison for each event providing accurate and professional information to media at all times.
- In any situation of uncertainty enter into direct communication with either Golf Australia's Communication staff, Director – National Elite Development or High Performance Manager before releasing any information or making any comment to media.
- Present only factual information to media at all times refraining from releasing any personal opinions about the team, management, results or Golf Australia.

## **Reporting**

- Provide regular informed reports back to the High Performance Manager from preparation camps, event arrival through competition, including regular results.
- At the conclusion of the event provide a detailed report including actual expenditure against budget (where required), competition and individual results, identifying any issues requiring resolution and recommendations for future events.
- Present event report to the High Performance Manager.

## **Professional Skills**

- Highly developed personal and people leadership and organisational skills.
- Familiarity with the Rules and Etiquette of Golf; preferably Club Level Rules Accreditation.
- An understanding of competitions and competition requirements.
- First Aid experience – preferably Level One First Aid certification.
- Experience and an understanding of international travel.
- Media relation skills.
- A professional and respectable ambassador for Australia and Golf Australia.
- Clear written, reporting and communication skills.
- Familiarity with modern communication including international email and phone systems.

## **Personal Attributes**

- Excellent interpersonal and communication skills.
- Proven ability working with and managing young people.
- Calm and practical at all times under pressure and a reputation for being able to maintain clear, calm and professional communication in all circumstances.
- Discretion and sensitivity to deal with team members and individual requirements under pressure of competition.
- Demonstrable ability to maintain confidentiality in all areas when dealing with any personal or medical problems.
- Well developed planning, organisational and time management skills.
- High level of flexibility and adaptability to changes of circumstance or plans.
- Professional and consistent when dealing with team members, event officials and others to ensure you gain their respect and trust.
- Ability to create a strong working relationship with other management staff travelling with the team.
- Ability to pick different personality styles and mesh those different styles into an effective social and competitive team environment.
- Understand the requirements of hydration and nutrition in relation to performance for an athlete.
- Understand the importance and requirements of Golf Australia's Anti-Doping Policy.