

**Position Title:** Sports Team Manager

**Position Classification:** Voluntary

**Supervisor Title:** Sport & Club Development Officer

## 2026 NATIONALS SPORTS TEAM MANAGER – POSITION DESCRIPTION

The Sports Team Manager (STM) is the primary point of contact between their specific sport team and the Flinders University Team Manager (UTM). The STM is required to coordinate and organise their allocated team both on and off the field and ensure all team members conduct themselves appropriately. The STM will be supported by FUSF staff to ensure they can carry out the role to a high standard.

## POSITION DETAILS

**Location:**

Perth, WA

**Dates:**

Saturday 26<sup>th</sup> September – Saturday 3<sup>rd</sup> October 2026

**Working Days:**

STMs may be called upon at any time during the event in relation to their specific sports team. STMs 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.

## REPORTING/ WORKING RELATIONSHIPS

Sports Team Managers have a direct responsibility to the Flinders University Team Manager and support staff.

STM's will also work closely with the following people:

- Their allocated sports team
- Other Flinders Teams and STMs
- UniSport Australia staff and volunteers

## KEY TASKS & RESPONSIBILITIES

**PRE-NATIONALS:**

- Assist in the coordination of team trials and selection
- Provide team contact details
- Attend and promote pre games orientation

- Consult with Flinders staff to select team captain
- Conduct and attend all training sessions in which consultation with team coach will be required
- Coordinate team administration requirements
- Liaise with staff and participants on all team related matters regarding event participation
- Ensure all team members have completed registration and participant agreement prior to due date
- Ensure all team members have paid all money owing to Flinders University Sport & Fitness by the due date
- Circulate information and updates to all team members
- Collect team equipment / playing uniform for all team members
- Attend all meetings as required

#### **DURING NATIONALS:**

- Travel and stay with team at the games
- Attend team managers meeting on the day prior to the event
- Ensure all team members are aware of team requirements including travel, accommodation, match times and team duties
- Set a high standard of behaviour that adheres to both UniSport Aus and Flinders code of behaviour
- Ensure team duties are completed, when required delegate and coordinate duties to other team members
- Ensure all team members collect accreditation from the University Team Manager (UTM) prior to the beginning of the games
- Liaise with Flinders staff and attend any team meetings called during the event
- Ensure all team members are in correct uniform for competition
- Act as the spokesperson for the team if approached by any media during the event
- Notify Flinders staff of any incidents that may negatively reflect on any team member and/or the university
- Notify Flinders staff of any emergencies and/or serious injuries and complete appropriate incident reports
- All judiciary or protest matters should be reported to Flinders staff. The UTM will then be responsible for the representation of the player/official
- The Team Manager is responsible for their team both on and off the field, however overall responsibility rests with the Flinders staff.

#### **POST NATIONALS:**

- Provide Flinders staff with a report on team performance and behaviour at the games within two weeks of the completion of the event
- Ensure the prompt return of team uniforms as required in the player agreements
- Make team members aware of any post event functions
- Attend Flinders Sports Awards

## KNOWLEDGE SKILLS & EXPERIENCE

The Sports Team Manager role is open to both 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 a part of the team
- Enthusiastic and motivated approach
- Well- developed customer service and problem-solving skills
- Ability to take initiative
- Exercise judgement and work without supervision
- A friendly and approachable manner

### Other requirements:

- Attend compulsory FUSF team meetings
- Comply with and agree to the FUSF Participant Agreement
- Attend the entire duration of Nationals
- Wear the Flinders Uniform as required and be well presented at all times
- Conduct self in a professional manner by being punctual and reliable
- Attend the Flinders Sports Awards

## FINANCIAL INFORMATION

All STMs appointed by Flinders University Sport & Fitness will receive a financial honorarium that is payable at the completion of the event, assuming the participant agreement and all requirements set out in this Position Description are upheld. STM's that will be taking equipment will also receive an additional payment to cover excess baggage.

STMs benefits include:

- Financial Honorarium (TBC)
- FUSF Silver Rejuvenate Gym membership (\$375 Value)

## HOW TO APPLY

1. Read the participant agreement in detail and understand what is expected of you in this role.
2. Ensure your full availability for the duration of the position.
3. Attach your resume via our [online expression of interest](#) outlining which sport you would like to manage.

Please outline on one page or less, how you meet the values and qualities that make you suitable for the position of Flinders Sports Team Manager.

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

## MORE INFORMATION

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