

**Position Description:** State Team, Team Manager  
**Reports To:** State Teams Administrator, State Team Head Coach and General Manager Basketball Operations

### **Fundamental Purpose of Position**

The purpose of the State Team Manager (TM) is to assist and support the Head Coach (HC) to provide leadership, knowledge and support to best prepare the allocated team for the Australian Junior Championship (AJC).

The TM will lead the day-to-day support and administration of the selected athletes and supporting coaches and team support staff to successfully and proudly represent the State of Victoria at the national level.

### **Basketball Victoria**

BV is a not-for-profit organisation and is the governing body for the sport of Basketball in Victoria. In addition to supporting our affiliated Basketball Associations, BV coordinates a number of participation and development programs for players, coaches and officials.

The broad objectives of BV are to:

1. Encourage, promote, manage and control the sport of Basketball in the State of Victoria.
2. Represent the interests of Basketball and all Victorian Basketballers.
3. Encourage the development of socially desirable attitudes and values towards physical fitness and skill acquisition through play, training and competition.
4. Provide access for individuals to participate in the sport of Basketball in the State of Victoria.
5. Provide individuals with the opportunity to maximise their potential by competing in the highest level of Basketball competitions possible, given their own ability.

### **All BV Staff Responsibilities**

All BV staff (paid and voluntary) play a key role in ensuring we achieve our identified objectives. This includes:

1. Enact our vision in what we do;
2. Show respect for others and their roles;
3. Fulfil our role to the best of our ability, and seek ongoing improvement;
4. Recognise we are the face of Basketball in Victoria;
5. Operate professionally, and ask when unsure;
6. Act with honesty and integrity;
7. Show initiative;
8. Support each other;
9. Work to minimise the barriers within and to our sport; and
10. Create the environment that encourages people to contribute to our sport and continuously improve our status in the larger community.

### **Inclusion**

BV has a commitment towards the inclusion of all members of the community across all facets of our sport. BV recognises the influence and impact that sport has on the wider community and encourages participation from the wider community regardless of age, gender, race, religion or disability.

Inclusion incorporates:

1. Knowledge and understanding of;
  - a. Disability;
  - b. Culturally and Linguistically Diverse Communities (CALD);
  - c. Indigenous and Torres Strait Islander;



**(03) 9837 8000**



**STATE BASKETBALL CENTRE**  
291 GEORGE ST  
WANTIRNA STH  
VIC 3152



**BASKETBALLVICTORIA.COM.AU**

- d. Women and Girls.
2. The provision of programs and events across all populations of the community as part of the everyday business and activities undertaken by BV;
3. Utilisation and understanding of the BV Inclusive Basketball Strategy;
4. Strengthened capacity of BV's organizational knowledge and understanding of inclusion through change management principles and practices.

## **SPECIFIC RESPONSIBILITIES OF THE POSITION**

### **Planning and Evaluation**

1. To assist the HC with administration involved with selection trials. Organise parents to score and video practice games.
2. U16's Team Managers to attend the U16 Victorian Combine to be held on Saturday, 6 March 2021 at the State Basketball Centre.
3. TM **not** to enter into any basketball coaching or player selection responsibilities.

### **Australian Junior Championships**

To assist the HC to manage, administrate and support the appointed State team coaching and support staff with their preparations of the team for the Championship.

1. Assist HC (if necessary) to organise practice games Country vs Metro (one Country location, one Metro location)
2. Maintain detailed financial records of income and expenditure throughout the AJC.
3. Drive the 12 seater bus with the athletes and physio to trainings and games.
4. Co-ordinate all meals (food and drink) requirements for athletes, coaches and support staff throughout the AJC.
5. Wash the athlete's playing uniforms throughout the AJC – ensuring Country wear white wherever possible and Metro wear navy.
6. Work closely with the team physio to ensure all athletes given best possible care. Physio to be in charge of medication for athletes, but must keep the Team Manager informed of what medication any athlete is / has taken (in case of ASADA Drug Testing). All medication to be checked on the [www.globaldro.com/au/search](http://www.globaldro.com/au/search). Physio to be in charge of treating all injuries and is the main contact point with the Head Coach for player updates regarding injuries.

### **Communication**

The TM is required;

1. To be the main point of contact between Head Coach and parents.
2. To be the main point of contact between Basketball Victoria – State Teams Administrator and parents.
3. To ensure all information is sent in a timely manner to parents and BV.

### **Other Responsibilities**

The TM is required:

1. To understand that the Head Coach is in charge. Final decisions concerning the team and schedule is up to the Head Coach.
2. To complete all paperwork and online registrations required by BV and Basketball Australia in a timely manner and uphold the conditions and rules prescribed.
3. To ensure that whenever Victoria Country teams play Victoria Metro teams in an AJC fixture that the Victoria Country teams wear their traditional white playing uniforms and the Victoria Metro teams wear their traditional navy playing uniforms.
4. To ensure BV commercial partners are supported and recognised.



5. To represent the State of Victoria and BV with the appropriate manner and professionalism at all times, on and off the Basketball court.
6. To adopt a personal culture of excellence and high standards that ensure the TM is a well respected role model for our elite athletes.

#### **Key Skills and Behaviours necessary to fulfil the Position**

1. Understanding of what is required to achieve success at an AJC;
2. Experience in staff supervision and people management;
3. Excellent organisation skills;
4. Excellent and appropriate presentation skills;
5. Well developed oral and written skills;
6. Ability to represent Basketball in a professional and respectable manner;
7. Excellent leadership ability;
8. Ability to manage and supervise varied personnel;
9. Ability to communicate with all members of the Basketball community;

#### **Selection Process**

The TM is appointed after submitting an application to the General Manager Basketball Operations in response to an advertisement being placed on the BV website. Successful short listed candidates may then be invited to an interview with the approved Victorian State Team Coaching Selection Panel.

At this Victorian State Team Coaching Selection Panel interview the prospective TM is to identify their detailed experience and credentials for the position.

#### **Remuneration**

A one (1) year appointment will be offered to the selected candidate. The TM will be appointed by 1 October of each year until their review is completed following the respective AJC applying for.

A Level 2 first-aid qualification would be advantageous, but not crucial.

This is a voluntary, non-paying, non-playing appointment, however reasonable assistance will be provided from BV and the team's budget for travel, meals, uniform and accommodation expenses incurred to attend the respective AJC.

An annual appraisal of the position shall occur in the two (2) weeks immediately following the conclusion of the AJC by the State Teams Administrator and compliance with this position description shall be considered in detail.

Position Description prepared by:

**Grant Wallace**

**General Manager Basketball Operations**

**May 2020**



**(03) 9837 8000**



**STATE BASKETBALL CENTRE**  
291 GEORGE ST  
WANTIRNA STH  
VIC 3152



**BASKETBALLVICTORIA.COM.AU**