

GENERAL POSITION DESCRIPTION

Position Details

Position Title:	Squad Manager
Responsible to:	IAS Athlete, Coach and Program Manager IAS Head Coach

Primary purpose of position

The Squad Manager is primarily responsible for the basic administration of the IAS program, ensuring that at all times the Academy's professional image is maintained. The Squad Manager will also be expected to be involved in the planning and evaluation of the program.

The position is answerable to the Illawarra Academy of Sport and reports to the Athlete, Coach and Program Manager (PM) through the Head Coach. Decisions relating to the management of the Academy program will be made by PM, Head Coach, Squad Manager, and CEO.

The key responsibilities of the Squad Manager are:

- Organise key activities for the IAS squad.
- Monitor and review program performance against agreed and established targets.
- Be the main point of contact and communicate regularly with scholarship athletes and parents through XPS Network.
- Correspond regularly with the IAS Athlete, Coach and Program Manager and coaches.
- Participate in, and contribute to, the planning and evaluation of the program.
- Manage and support the athletes and coaches of the program.

The commitments of the Squad Manager are:

- Attend program camps (eg Your Local Club Academy Games, sport specific camps)
- Attend IAS events (eg Induction Day, Leadership Day, Council Receptions, education days)
- Attend squad training sessions

Organisational Context of Position

The Illawarra Academy of Sport provides high level development opportunities for identified athletes in the greater Illawarra region. To do this the Academy offers a wide range of services and workshops which are focused on individual athlete development.

Organisational Relationships

- i. **Position title of supervisor of the Squad Manager**
IAS Athlete, Coach and Program Manager & IAS Head Coach
- ii. **Positions which also report to the supervisor**
IAS Coaches
- iii. **Indirect relationship to this position**
Coaches and Squad Managers of other IAS sport programs

Responsibilities

1. Program Development and Delivery

- Contribute to the co-ordination and the delivery of the Academy sport program and its associated services.
- Ensure that the selection process is consistent with the Academy guidelines regarding the selection of squads.
- Ensure evaluations are done by athletes at the conclusion to each camp/training session.
- Ensure athletes maintain the standards expected of them by the Academy in relation to attitude, communication, returning paperwork, wearing of Academy apparel etc.
- In conjunction with the PM of the IAS, organise venues, accommodation, meals, and other associated tasks involved in the delivery of the Academy program.
- Establish travel plans and itineraries of squad members attending Academy activities.
- Maintain a regular communication with athletes and staff in regard to upcoming activities.
- Ensure that copies of all relevant correspondence are forwarded to the Academy office.
- Act as co-ordinator and contact point for all squad activities, especially during residential situations. (The Squad Manager is the emergency contact for parents during activities and is the athlete's contact when experiencing difficulties attending a session)
- Maintain an accurate register of attendance for all IAS programmed activities.
- Coaches/managers are to inform the Program Manager immediately of any behaviour from an athlete, parent or any other coach that is determined to be inappropriate.
- Assist with monitoring athletes physical and mental state. Notify the Program Manager of any long-term injuries or other health and wellbeing warning signs.
- Ensure that an appropriate level of duty of care is maintained at all Academy activities.

2. Management & Planning of IAS Program

- Ensure that all aspects of the Academy program are consistent with the program guidelines provided by the state sporting body.
- Ensure that the program is administered in a manner that is consistent with the guidelines outlined in the IAS Policies and Procedures.
- Participate in planning / evaluation meetings involving all Program Staff, PM and CEO.
- Provide a report following each Academy activity and end of year program report.
- Contribute to the planning process in ensuring the squad has access to education sessions.
- Contribute to the development of appropriate performance support provision strategies and actions.
- In association with the Head of Physical Performance ensure that the athletes are completing their strength and conditioning requirements and assist with liaising for any additional opportunities for squad S&C support.

Supervision and Level of Independence

Responsible for the day to day management of the IAS sport program, operating within pre-determined guidelines.

Training, Qualifications, and Experience

- Formal training (eg Level 1 Sports Administration) or a professional background in administration is preferred.
- Experience working in the role of Manager / Administrator.
- Experience working as part of a small multi-disciplined team delivering a sport program.
- Ability to critically analyse, research and solve problems.
- Highly developed communication skills.
- All program staff are required to present a Working With Children Clearance letter along with their DOB for online verification. This complies with the guidelines set by the Office of the Children's Guardian.
- Preparedness to work within the Academy's guidelines is essential

IAS uniform is provided for managers.

Managers will be provided with a small honorarium payment, in addition to development opportunities provided by the IAS or Regional Academies of Sport.

