

Position Description – Team Manager – Pan American Maccabi Games, 2019

This document comprises the Position Description for the Team Manager role. This Position Description should be read in the context of the Maccabi Australia Values and Games Guiding principles which are set out in the Attachment.

Key Details:

Commencement Date:	June 2018
Reports to:	General Manager (GM) or in the case of Junior Team Managers, the Deputy GM – Juniors.
Other Key Relationships:	The Team executive consisting of: <ul style="list-style-type: none">• Chair of International Sport,• Executive Director MAI,• Head of Finance,• Any appointed Heads of Department, MAI Sports Manager, Coach and support personnel (if applicable) Athletes
Employment Status:	This is a voluntary, self funded role
Commitment:	The successful applicant must be available for: <ul style="list-style-type: none">• Professional development including workshops and courses as required• Team Manager meetings as required• Mexico 3-17 July 2019• Team flights to / from Mexico (If unable to return on team flights, written pre-permission from the Executive must be received)

Attributes:

The ideal candidate will have:

- Demonstrated team management and sports administration experience;
- Planning and time management skills with a strong attention to detail;
- Passion for athlete welfare and development and sporting achievement;
- Capability to contribute positively to the development of the Team culture. The relationship between coach and TM is integral to the success of the team and the experience of the athletes. Any conflict or concern that arises must be brought to the attention of the GM or Deputy GM to support and assist;
- Knowledge of the Pan American or Maccabiah Games or any international Maccabi Games and an understanding of the logistics involved in delivering a successful athlete focussed outcome;
- Understanding and appreciation of a volunteer-based organisation culture;
- The ability to develop strong relationships and partnerships;

- Excellent communication skills;
- Sound judgement, and strong problem-solving skills;
- A full understanding of the MAI MPP policies and process

Key Responsibilities:

- Promote the Team vision and culture for the Australian Pan American Team;
- Be responsible for the recruitment of coach/es, athletes, selectors and medical personnel (if applicable), in line with Team Selection By Laws and other guidelines;
- Be responsible for the welfare of your athletes and coaches leading up to and during the Games;
- Be proactive in the financial management of your team and facilitation of all team fundraising;
- Administrative support and timely communication relating to all team requirements;
- Support the coach with athlete preparation and development including facilitating training arrangements, pre-games training and athlete monitoring;
- In line with the Maccabi Australia Values and Games Guiding principle create of an environment that fosters a positive Team culture, embracing the Team objectives and athlete focus.
- Ensure all management and athletes understand and adhere to the Pan American Team Policies which collectively describe the expected behaviour and standards for everyone on the Australian Pan American Team; and
- Ensure a culture that embraces the Maccabi Australia Member Protection Policies and welfare of the athletes.

Detailed Responsibilities:

Management of Resources, Administration and Communication:

- Deliver Team administration requirements with and on behalf of your athletes and coaches (e.g. travel logistics, permissions and e-forms, policies and procedures);
- Meet all administrative deadlines including Nomination, Team Membership Agreements, Medical Forms, Uniform Requirements, etc;
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- Work with appointed Maccabi Australia staff to meet all administration deadlines and overcome challenges related to the administration of your team

Recruitment, Selection and Athlete Preparation:

- Seek nominations from suitably qualified coaches, to be interviewed and appointed based on the Team Selection By-Laws

- Recruit appropriate selectors with knowledge, experience and objectivity, to be ratified by the Team Executive;
- Implement an athlete scouting and recruitment program;
- Ensure all prospective athletes are aware of the selection criteria, and adhere to these criteria
- Implement a transparent and fair selection process;
- Implement a process of monitoring athlete training, fitness and injury status;
- Organisation of training arrangements as directed by the coach.

Team Management, Leadership and Communication:

- Ensure athletes and the coach are aware of and understand the competition rules, particularly where they differ from local or usual rules;
- Manage, develop and motivate your coach and athletes;
- Manage team-related communications with the coach and athletes;
- Oversee the management of people-related issues within your team (conflicts, discipline, etc;)

Logistics and Competition:

- Provide team rooming lists when requested;
- Review and understand all rules for your sport, bringing any concerns regarding rules to the immediate attention of the MAI Sports Manager;
- Attend your Sport Technical Meeting in Mexico with your coach (if applicable), ensuring a complete understanding of competition rules and any changes made at the technical meeting;
- Act as a liaison between the coach and competition officials;
- In consultation with MAI Sports Manager, selection, provision and logistics of Playing Strips and Equipment for your team.

Team Finances and Fundraising:

- Develop and deliver on team fundraising strategies and goals;
- With the support of the Maccabi Australia office, oversee the financial management of your team and athlete payment plans;



Attachment: Maccabi Australia Values and Games Guiding Principles

Background

Maccabi Australia (MAI) together with our member States and affiliated Clubs exist to promote Jewish identity and continuity – by connecting our Jewish community through sport.

We have a proud history and are the largest Jewish grass-roots organisation in Australia, boasting a 90-year heritage, 35,000 supporters and around 7,000 members ranging in age from 5 to 85 years who participate in a range of sports provided by over 50 clubs. In addition, MAI is a member of Maccabi World Union (MWU) who represent more than 500,000 members in over 60 countries participating in just about every sporting code. Importantly MAI is a Zionist sports organisation and is focused on strengthening its links with Israel and the Jewish community generally.

Maccabi Australia Values

The Maccabi organisation is substantially a volunteer organisation and as such relies heavily on the community for support. Given the diversity of skills, capability and background of the people who represent the organisation, MAI has developed and adopted several timeless values that are intended to guide the behaviour of all members and stakeholders. These are:

- **Respect**
This value incorporates respect for oneself, one's body, for others, for the rules and regulations, for sport and the environment. Related to sport, respect stands for fair play, to win with humility and for the fight against discrimination and any other unethical behaviour. Treat others as you wish to be treated.
- **Teamwork**
We recognize that success and excellence can only be achieved and sustained by a deep commitment to working as a team and the practice of focusing on collective rather than individual effort and rewards.
- **Community**
We act consciously to inspire the trust of everyone whose lives we touch by modeling the highest standards of honesty and integrity. We carry our Jewishness with pride and behave in ways that make the Jewish community proud.
- **Voluntarism**
We remain accountable to our members and value the work of the volunteers who define our organisation. We will promote open and transparent management processes and always engage in authentic consultation with our stakeholders.

As a member, volunteer or administrator of Maccabi it is important that you embrace these values in your dealings and assist in promoting the desired behaviours. We trust that you will commit to do your part to uphold these values and promote the Maccabi brand in the community in a positive light.

Maccabi Australia International Games Guiding Principles

One of the most important events in the MAI calendar is the Maccabiah Games which is held every 4 years in Israel. In addition to these Games, MAI elects to support other international regional Maccabi Games for a number of reasons

Regional Maccabi Games provide a unique opportunity for Jewish athletes to:

- Represent Australia at an international sporting event – those who attend these Games may be on a road to Maccabiah in 2021, whilst others may not see themselves as able to participate in 2021
- Develop and deepen a sense of connection to the community and the Maccabi Movement
- Strive for sporting excellence

All team members, coaches, managers and supporters need to remember that during the Pan Am Games period they are representatives of MAI and their conduct reflects on the reputation of Maccabi, its stakeholders, the community and our standing in society. As such MAI expects all people connected with the brand regardless of their involvement to behave in a courteous and respectful manner consistent with the values, team and behavioral guidelines. An overview of these is set out below:

- **Uphold the Values and Integrity of Sport by**
 - being responsible and accountable to team rules
 - respecting the spirit of fair-play and sportsmanship
 - accepting victory and defeat with dignity and grace
 - being respectful to teammates, officials and competitors
- **Positively Promote the Maccabi Brand by**
 - acting with decorum and dignity to maintain the positive image and values of the Maccabi organisation – be a positive role model
 - striving for excellence and the highest possible sporting standard
 - being proud of your uniform and selection to represent your country, community and team
- **Adopt Team Standards by**
 - complying with the Maccabi Member Protection Policies (MPP)
 - following all medical, safety and anti-doping guidelines
 - adhering to the team member agreement and by-laws

On accepting this position, you will need to become familiar with the MAI behavioural guidelines, MPP, code of conduct and team member agreement.