



STATE TEAM POSITION DESCRIPTION

POSITION TITLE: Assistant Team Manager

REPORTS TO: Team Manager

LOCATION: Varied

Gymnastics QLD is the peak body responsible for the management, coordination, development and promotion of gymnastics in Queensland. Gymnastics QLD is an affiliate member of the Australian Gymnastics Federation.

Objectives:

The stated objectives of Gymnastics Queensland are to:

- Encourage, develop, promote and control Gymsports throughout the State of Queensland
- Establish and maintain, throughout Queensland, a uniform code of rules and regulations to govern Gymsports under its jurisdiction
- Develop a network of successful member clubs across Queensland to deliver quality Gymsports programs
- Provide services and support, to member clubs, coaches, judges and administrators, which is second to none.
- Encourage community health, welfare, physical education and research through gymnastics
- Regulate, supervise, coordinate and promote Gymsports activities, programs, competitions and events
- Facilitate cooperation between members of the Association and external organisations, bodies and individuals
- Promote membership of the Association and foster the interests of its members
- Affiliate with organisations and any other bodies to further the purposes of the Association
- Provide a means by which Clubs in Queensland can become affiliated to further these purposes

Position Objective:

The Assistant Team Manager is required to:

- Assist in the effective coordination of the QLD State Team.
- Coordinate a volunteer base to ensure the efficient and effective execution of the state team and continuously develop skills and know how of any volunteer reporting to the Team Manager from time to time.

Specific Duties:

The Assistant Team Manager will perform the following duties:

- a) Assist in the management and control of the State Team representing Queensland from time of assembly until the return of the Team.
- b) Present to the Team Manager a verbal report of activities of the Team during the period of travel.
- c) Clearly understand and ensure adherence to the defined guidelines for: Dress of the team; Luggage taken; Behaviour of all State Team Members.
- d) While away, provide information and communicate with all members of the Team and assist the Team in meeting the required schedule.
- e) Assist with the collection of any valuables that the Team wishes to entrust with the Team Manager providing these items e.g. jewellery, money, approved medicines, etc.
- f) Assist in the maintenance of medical documentation and accompany any Team Member (as delegated) for necessary attention for dental, medical, hospital or drug testing.
- g) Consult with the Team Manager on State policy, hospitality, meetings or problems with Team Personnel or State supporters.
- h) Liaise with the State Office concerning itinerary, contingency, uniform, general organisation.
- i) Together with the other Officials ensure that the tour is a harmonious event with the combination of team spirit, good health and best environment for optimum performance.
- j) Read, understand and comply with all relevant Gymnastics QLD policy and procedure with particular emphasis upon the Gymnastics QLD Member Protection & Child Protection Policies, including the Role Specific Codes of Conduct.

Attributes:

To be considered for this role you will need a background in team management. You will have strong negotiation skills, a solid understanding of events and a commitment to ensuring a positive team experience for team members.

Your communication skills will be matched by your sound judgment and the capacity to work towards the best possible outcome for the QLD state team. You will have the capacity to work independently and the ability to manage a number of team members.

Reviews:

No later than one week following the completion of the event you will be required to submit a team report, verbally, to the Team Manager. The report should contain feedback on areas that worked well, areas that need attention, and recommendations for future teams.