



Inline Hockey Victoria is seeking applications for the position of Team Manager for the following divisions

11's, 13's, 15's, 17's, 21's, Senior Men, Junior Women, Senior Women, Masters, Veterans that will compete in the 2009 Inline Hockey Australia Championships.

In accordance with ILHV policy, the Board is viewing succession planning as a matter of priority when making the final appointment for positions. Succession planning has been introduced so that ILHV has an established pool of qualified and experienced people capable of undertaking the role of Team Manager for State Teams. It is intended that once this "pool" of experienced people is established a rotation basis for appointment is introduced.

To ensure that the ILHV policy is successfully introduced, the Board will initially consider appointment of Team Managers who meet the criteria below, however the Board will also consider appointing applicants who do not fully meet this criteria to ensure the succession planning process is implemented.

### **Qualifications and Experience**

- (a) Extensive experience as a team manager, however applicants who can demonstrate a good understanding of the roles and responsibilities of team manager of inline hockey teams will be given consideration.
- (b) Must be a member of good standing of ILHV (up to and including 2009 skating year).
- (c) Thorough understanding of respective Rules and Regulations at National Level
- (d) Demonstrated planning and organisational skills
- (e) Capable of driving a manual small transport vehicle (e.g. up to 12 person vehicle)
- (f) Must hold a current "Working With Children Card"
- (g) Can demonstrate the ability to manage and report on all financial matters for income and expenditure relating to the team.

### **Personal attributes**

- (a) Clear and rational thought path and an ability to communicate clearly, both orally and in writing.
- (b) Ability to work as part of a team, and when necessary, independently without supervision.
- (c) Ability to be flexible when relating to different personalities and the different needs of individuals and organisations.
- (d) Skills in the area of facilitation and negotiation.
- (e) Being objective and consistent.

**Additional criteria to be considered prior to submitting application:**

- (a) Must be committed to contact team members on a regular basis to ensure players are provided with information in relation to costs, travel, accommodation, etc.
- (b) Must liaise with ILHV Coordinator C. McQueen  
(Team Managers are required to act as the principle point of contact for both players and ILHV Coordinator (C. McQueen).
- (c) Must be prepared to travel with team members
- (d) Must be prepared to stay in team accommodation
- (e) Must ensure that all team members abide by the Players Code of Ethics
- (f) Advise ILHV Coordinator & Skate Victoria office of any breach of Player Code of Ethics

Team Managers will be assessed at the conclusion of the 2009 event on the following performance measures:

- Established and maintained an efficient communication network between the team members and ILHV Coordinator
- Management and behaviour of team members while at Championships
- Collection of player payments and financial management of funds whilst at Championship

**Suitability Cards**

A condition of all appointments is that effective from July 2001 Skate Victoria/ILHV adopted a Member Protection Policy that sets out requirements for mandatory screening and declarations for certain roles within SV/ILHV

I would point out specific clauses within the document refer to the appointment of Coaches and Team Managers. I draw your attention to Clause 6 (Part II) Preventative Action. This clause states that it is now mandatory for SV/ILHV to screen all appointees in the following types of roles:

- (a) Coaches and/or team managers who are appointed by SV/ILHV.
- (b) Volunteer coaches appointed by SV/ILHV who will or are likely to travel away with teams of athletes under 18 years of age; and
- (c) Persons appointed by SV/ILHV to a role in which that person is likely to have individual and unsupervised contact with athletes less than 18 years of age.

It will therefore be a requirement that you provide a copy of your "Working With Children Card"

All successful applicants will be required to sign a Team Manager Agreement and abide by the ILHV Constitution and Bylaws.

ALL APPLICATIONS MUST BE FORWARDED TO:

SKATE VICTORIA

FAX ((03) 235 281

Email to: [office@skatevictoria.com.au](mailto:office@skatevictoria.com.au)

APPLICATIONS CLOSE ON MONDAY 7<sup>th</sup> JUNE 2010