

# Team Manager – Intervarsity Sport

## 1. Position Summary

The Team Manager (TM) plays a critical role in supporting the University of Melbourne's participation in Intervarsity (IV) and UniSport competitions. This position is responsible for athlete recruitment, team administration, communication, compliance, and on-the-ground coordination at events. The role is open to currently enrolled students who intend to compete as athletes.

## 2. Key Responsibilities

### 2.1 Athlete Recruitment & Eligibility

- Recruit high-quality athletes through trials, club days, the student portal, and social media.
- Respond promptly to all student enquiries regarding participation.
- Ensure all athletes meet eligibility requirements in accordance with UniSport guidelines.

### 2.2 Communication & Coordination

- Maintain consistent and timely communication with the Sports Performance Coordinator.
- Meet all administrative and operational deadlines; failure to do so may result in team withdrawal.
- Act as the primary point of contact for the Sports Performance Coordinator for all IV-related matters.

### 2.3 Team Administration

- Finalise team selection for IV fixtures and UniSport events.
- Complete all required documentation accurately and on time.
- Support athletes with registration processes and ensure payment for accommodation and uniform packages (where applicable).
- Ensure all selected athletes complete the IV Program sign-up agreement prior to the event.

### 2.4 Event Delivery

- Attend MU Sport team briefings (in person or via Zoom).
- Perform all team management duties at IV fixtures and events, including on-site coordination and athlete support.

### 2.5 Post-Event Requirements

- Complete Blues nomination forms to the standard outlined in the Blues Nomination Policy.
- Ensure all University-owned uniforms are returned washed, cleaned, and in original condition.

- Understand that remuneration is contingent upon completion of all post-event requirements.

### 3. Key Relationships

<b>Stakeholder</b>	<b>Relationship Purpose</b>
<b>Sports Performance Coordinator</b>	Primary liaison for team operations, compliance, and event preparation
<b>Student-Athletes</b>	Recruitment, communication, eligibility, and event support
<b>MU Sport Staff</b>	Briefings, administrative processes, and event coordination
<b>UniSport Officials</b>	Compliance with competition rules and event procedures

### 4. Selection Criteria

#### 4.1 Essential

- Currently enrolled University of Melbourne student intending to compete as an athlete.
- Strong organisational and time-management skills.
- Ability to communicate clearly and professionally with students and staff.
- Demonstrated reliability and ability to meet deadlines.
- Capacity to work independently and manage multiple tasks simultaneously.

#### 4.2 Desirable

- Previous experience in team management, leadership, or event coordination.
- Familiarity with UniSport competitions or intervarsity sport structures.
- Experience using digital communication platforms and administrative systems.

### 5. Remuneration

Team Managers receive a rebate for duties performed across the year. To be eligible, the team must represent the University of Melbourne at UniSport Nationals for the relevant sport.

#### Rebate Structure

##### **Number of Athletes Managed Rebate Amount**

Fewer than 2 athletes	\$150
3–10 athletes	\$300
11–15 athletes	\$400
More than 15 athletes	\$500

*Consideration may be given for National Events outside the standard list on an individual basis.*

## 6. Additional Requirements

- Completion of the Team Manager Application Form (new and returning TMs).
- Compliance with all MU Sport and UniSport policies.
- Completion of all pre-event and post-event tasks as outlined in this Position Description.

