

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

Stakeholder	Relationship Purpose
Sports Performance Coordinator	Primary liaison for team operations, compliance, and event preparation
Student-Athletes	Recruitment, communication, eligibility, and event support
MU Sport Staff	Briefings, administrative processes, and event coordination
UniSport Officials	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.

Further information

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