



Australian Universities – 2016 National 7s Championship Assistant Coach/ Team Manager Application Information

POSITION

AUS is seeking applications from suitably qualified and experienced persons to fill the role of Rugby 7's Assistant Coach/Team Manager.

OVERVIEW

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its Member universities. As the peak body for university sport AUS is also charged with best practice initiatives for sport on campus, and technology support through web site and intranet developments.

The sporting program includes a number of high quality national and regional sporting event opportunities, including, but not limited to:

1. Australian University Games
2. Australian University Championships
3. Regional University Games
4. International representation and participation including Summer and Winter Universiades and World University Championships
5. Domestic representative opportunities

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at Member universities.

EVENT DETAILS

Australian University Sport has been invited to enter a team in both the Men's and Women's 2016 National Rugby 7s Championships being held in Adelaide from 19-20 November 2016.

Venue: Adelaide Shores, West Beach, Adelaide

Dates: Arrival: All Teams Arrive Thursday 17 November
Departure: All teams Depart Sunday 20 November, post championship presentation
Match Days: Saturday 7th & Sunday 8th March 201

AUS and the ARU will be conducting a training camp to finalise player selections. It is envisaged that this camp would be held immediately following the Australian University Games and it is expected that the Assistant Coach/Team Manager would be available to attend.

In addition, the team may travel to Adelaide a number of days prior to tournament start to allow for final team preparations and training.

TEAM STRUCTURE

Each team will comprise of a Coach (to be appointed by the ARU) and an Assistant Coach/Team Manager. 12 players will be selected for each team. Match Officials will be appointed by the ARU and physiotherapy support will be provided to all teams throughout the Championships.

POSITION SUMMARY

The primary focus of the Assistant Coach/Team Manager is to provide appropriate coaching and administrative support to the Head Coach, the team. AUS will provide assistance with logistics, administration etc however the Assistant Coach/Team Manager will be responsible for all required aspects of organisation relating to the team including communication with the team, AUS and tournament officials and overseeing the health and welfare of team members.

KEY AREAS OF RESPONSIBILITY

- To support the coach and players prior to and during the National 7s Championship
- Ensure the effective and efficient communication within the team as well as with tournament officials
- To responsibly manage and monitor the Team's schedule and logistics
- Ensure the team complies with all relevant ARU and AUS policies and guidelines and facilitate a high standard of presentation and behavior reflective of a national representative team
- Act as an official representative of Australian University Sport

Duties:

- Assist the Head Coach with development of game plans
- Assist the Head Coach with the design and implementation of training session outlines and plans
- Provide coaching support as advised by the Head Coach
- Administrative functions including all relevant paperwork for players, room allocation, issue of team apparel
- Communication with tournament officials
- Preparation and distribution of any team communication (in consultation with AUS and Head Coach)
- Coordination and chair of all team meetings
- Communicate to the team the standards and expectations set by AUS in relevant team policies and guidelines and ensure team members comply with all relevant policies and guidelines especially those covering behavior, discipline, uniform, social media, alcohol, anti-doping
- Liaise with relevant parties regarding all bookings including any changes to schedules
- Financial management of team budget as required and in consultation with AUS
- Management of flight check-ins including check-in of team equipment
- Management of hotel check-in including room lists and check-out
- Coordination of team equipment for training and travel
- Ensure laundry of playing uniforms
- Media liaison as required
- Coordination of team photo
- Other tasks as required

SELECTION CRITERIA

AUS seeks suitably qualified and experienced applicants who are reliable, competent and trustworthy. They should also possess the following skills, abilities, experience and qualifications:

Knowledge, Skill and Abilities:

- High standard of organisation and administration skills
- High standard written and verbal communication skills
- Ability to work well under pressure and long hours
- Knowledge of relevant Anti-Doping practices, procedures and rules
- Thorough understanding of applicable ARU rules and policies
- Experience as a Rugby Union assistant coach and manager (preferably at representative level and preferably with 7s)
- Experience travelling with a team (preferably elite level athletes)

Qualifications:

- Smart Rugby

Please include the names and contact details of two (2) referees. Applications must be submitted to AUS (email Siobhan.james@unisport.com.au) by 5pm Monday 29 August 2016.

Please note: All selections are at the discretion of AUS and the ARU.

SELECTION PROCESS

Applications that address the criteria and are received prior to the closing date will be considered by the selection panel.

Selection Panel: The selection panel will consist of representatives from AUS and the ARU as well as the two appointed Head Coaches.

Interviews: If required, shortlisted applicants may be called on for an interview.

Selection Timeframe: AUS envisages that selections would be finalised by mid-September. All applicants will be advised of the selection outcomes as soon as practicable.

TERMS AND CONDITIONS

Full terms and conditions are set out in the AUS team member's agreement, however in general terms the position will encompass the following:

Reporting to: High Performance Manager

Position status: Honorary

Period: Approximately 4 months

Time in lieu: Not applicable

Travel: Interstate travel may be required in the pre-event phase
International travel required during the event

Remuneration: nil

Cost: AUS determines the participant contribution in consideration of overall team size, NSO support and AUS funding. It is anticipated that a levy of approximately \$350-\$500 may be applicable.

Personal leave: Not applicable

Termination: As per the AUS team member's agreement

Closing Date: Applications must be submitted to Siobhan James, AUS High Performance Manager by email: Siobhan.james@unisport.com.au by 5pm Monday 29 August 2016.