



## **General Job Description**

### **Position Details**

Position Title: Squad Manager

Responsible to: WSAS Head Coach  
WSAS Sports Program Coordinator

### **Primary purpose of position**

The Squad Manager is responsible for the basic administration of the WSAS program, ensuring that at all times the Academy's professional image is maintained. The Squad Manager will also be expected to be involved in the planning and evaluation of the program.

The position is answerable to the Western Sydney Academy of Sport and reports to the Athlete Program Manager through the Head Coach. Decisions relating to the management of the Academy program will be made by the Athlete Program Manager in consultation with the program Head Coach.

The key responsibilities of the Squad Manager are:

1. Organise key activities for the WSAS squad.
2. Communicate regularly with scholarship athletes.
3. Communicate regularly with the Athlete Program Manager.
4. Participate in, and contribute to, the planning and evaluation of the program.

### **Organisational Relationships**

- i. **Position title of supervisor**  
WSAS Head Coach

**Positions which also report to the supervisor**  
WSAS Coaches

- ii. **Positions which report to this position**  
Nil

- iii. **Indirect relationship to this position**  
Coaches and Squad Managers of other WSAS sport programs

### **Responsibilities**

#### ***1. Program Development and Delivery***

- Contribute to the co-ordination of the delivery of the Academy sport program and its associated services;
- Provide athletes with a copy of the annual program at the Induction day;
- Ensure athletes maintain the standards expected of them by the Academy in relation to attitude, communication, returning paperwork, etc;

- In conjunction with the Athlete Program Manager, organise venues, accommodation, meals, and other associated tasks involved in the delivery of the Academy program;
- Maintain a regular dialogue with athletes and staff in regard to upcoming activities;
- Ensure that copies of all correspondence are forwarded to the Academy;
- Act as co-ordinator and contact point for all squad activities, especially during residential situations. (The Squad Manager is the emergency contact for parents during activities and is the athletes' contact when experiencing difficulties attending a session);
- Maintain an accurate register of attendance for all WSAS programmed activities;
- Ensure that an appropriate level of duty of care is maintained at all Academy activities;
- Ensure that a suitably qualified first aid attendant is present at all Academy activities;
- Ensure that in the event an injury all the appropriate forms are completed and submitted to the Academy.

## **2. Management & Planning of WSAS Program**

- Assist in ensuring that all aspects of the Academy program are consistent with the program guidelines provided by the state sporting body;
- Assist in ensuring that the program is administered in a manner that is consistent with the guidelines outlined in the WSAS Procedures Manual;

## **3. Athlete Selection and Competition**

- Ensure that selection process is consistent with the Academy guidelines regarding the selection of squads;
- Establish travel plans and itineraries of squad members attending Academy activities.

## **Training, Qualifications, and Experience**

- Formal training (eg Level 1 Sports Administration) or a professional background in administration is preferred;
- Have a current Working with Children Check number
- Experience working in the role of Manager / Administrator;
- Experience working as part of a small multi-disciplined team delivering a sport program;
- Ability to critically analyse, research and solve problems;
- Highly developed communication skills;
- Preparedness to work within the Academy's guidelines is essential.