

ARCHERY AUSTRALIA Incorporated

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POSITION VACANT TEAM MANAGER and ASSISTANT MANAGER 2010 Trans Tasman Challenge

The 2010 Trans Tasman Challenge will be conducted at Erina Archery Club in Gosford NSW from the (1st to 7th July 2010). Archery Australia Inc will be selecting a team to represent Australia at the championships.

Archery Australia Inc can enter a team of 32 archers in all youth age categories for recurve and compound bows.

The team will be selected from results at the 2010 Youth National Championships.

Written applications are invited from interested persons to apply for these positions.

Team Manager Duties –

- Co-ordinate team travel, accommodation, local travel, entries and uniforms prior to the tournament liaising with the Archery Australia CEO.
- Develop a budget for the tournament liaising with the Archery Australia CEO.
- Liaise with the Organising Committee and Archery Australia CEO to arrange local travel, entry and accommodation for team members and officials.
- Working with Team Coach/s (if appointed) to arrange for pre-championship training.
- Provide day-to-day management of the team during pre-event training and the championships.
- Make contact with athletes and personal coaches prior to the championships;
 - Provide competition schedule and event details
 - Ensure you are fully conversant with each team member's personal requirements and needs.
- Work with all appointed members of the Team to produce a team environment conducive with high performance.
- Provide progress reports to the Archery Australia Board through the Archery Australia CEO on preparations.
- Provide daily reports to Archery Australia Board through CEO on competition activities.
- Provide a final report to the Archery Australia Inc Board through the Archery Australia Inc CEO within 60 days of returning home from the championships.

Sponsored By

Skills / Background

- Must be a registered member of Archery Australia Inc.
- Have previous experience with team management in particular minors is desired.
- Demonstrated knowledge of Archery Australia and FITA rules.
- Demonstrated effective communication skills.
- Have the appropriate working with children clearance.
- Make contact with athletes and personal coaches prior to the championships; ensure you are fully conversant with each team member's personal requirements and needs.
- Work with all appointed members of the Team to produce a team environment conducive with high performance.
- Provide a final report to the Archery Australia Inc Board through the Archery Australia Inc CEO within 60 days of returning home from the championships.

Benefits

- Archery Australia Inc will cover all major expenses incurred such as air travel, accommodation, uniform, meals and accreditation for the tournament.
- Archery Australia will not be responsible for costs incurred for any private activities arranged before, during or after the championships.

Applications

Written applications are invited addressing the required skills and background.

Written Applications must be sent to-

Archery Australia Chief Executive Officer
P.O.Box 54,
PANANIA NSW 2213 Email: ceo@archery.org.au Fax (02) 9772 2749

Written applications to arrive on or before Monday 8th March 2010.

No applications will be considered if received after the closing date.

Selection

The Archery Australia Selection Committee will review all applications and make recommendations to the Archery Australia Board.

Yours truly,



James Larven
Chief Executive Officer Archery Australia