

## **Nominations for Coach and Manager of U20 National Men's Team for Challenge Cup, September 2010**

Applications are invited from suitably qualified people for the positions of Coach and Manager for the U20 Men's National Team for the Oceania Challenge Cup event to be held in New Caledonia in September 2010.

### **Period of employment:**

The successful candidates will be appointed for a period up to the end of the Challenge Cup (and appropriate subsequent reporting period).

### **Conditions of appointment:**

Conditions of appointment for the position of National Team Coaches and Managers:

- (a) This is a non-paid position.
- (b) The successful applicant will have accommodation, travel and approved expenses paid for his/her attendance at approved National Training and Selection camps, and Challenge Cup and any other events as are granted prior approval by the Board of the AHF.
- (c) The successful candidate must agree to attend the events, training camps and tournaments as outlined in (b) above
- (d) Appointment will be subject to required compliance with the relevant Child Protection legislation in the candidate's state of residence (when the position is for junior teams). If the recommended candidate is an overseas applicant, compliance will be with the requirements of the AHF state of incorporation or the main state in which coaching/management will occur. It is a requirement that all persons working with Australian children or young people declare whether they are deemed a prohibited person. Persons previously convicted of a serious sex offence or any registerable offence cannot apply for this position.

### **How to register your interest:**

Applicants must apply in writing addressing the relevant criteria and stating their credentials, experience and qualifications relative to the position(s) applied for.

All applications are to be forwarded to the AHF via email, addressed to the Secretary General: [sec-gen@handballaustralia.org.au](mailto:sec-gen@handballaustralia.org.au) and enclosing all relevant documents as attachments.

### **Equal opportunities:**

The AHF is committed to equal opportunities in its employment policies, practices and procedures.

**Closing date for applications:** May 31, 2010.

### **NATIONAL TEAM MANAGERS – Criteria for the Position:**

1. Agreement to work within and abide by all AHF policies, guidelines and standards as are published and/or provided from time-to-time.
2. Proven ability to assist in the planning and conduct of an appropriate and effective Program for a representative National Team.
3. Proven ability to establish and maintain team harmony and discipline under conditions of intensive training and competitive pressure.
4. Proven ability to prioritise and manage the application of all available resources to achieve the most effective outcome for the team.
5. Proven ability to perform all key responsibilities and accountabilities (as attached).
6. Demonstrated skills related to the position (as attached).
7. Demonstrated behavioural competencies and qualities required for the position (as attached).
8. Preparedness to accept the conditions of the appointment as outlined above.
9. Demonstrated compliance with Child Protection requirements

### **NATIONAL TEAM MANAGERS - Key responsibilities/accountabilities:**

- All communication with State Association administrations, national squad members, AHF Board and any other relevant persons and organizations on behalf of the National Team Program.
- In consultation with the Coaching staff, formulate, prepare and distribute a suitable Program of training, competition and other events for the appointed period.
- Liaise with medical and support staff to ensure adequate resources are available to allow them to perform their job to the best possible standard.
- When necessary arrange for transportation of injured or ill players to an appropriate medical facility for treatment in consultation with medical and support staff.
- Organise all matters related to meals, snacks, hydration, etc for players and officials whilst in camp, training, competition and other events in consultation with coaching, medical and support staff.
- Manage the attendance of all participants (players and officials) at camps, training, competition and other events, including but not limited to arranging airline tickets and other transport, accommodation and facilities, in consultation with the AHF Team Leader.
- Manage the procurement, distribution, maintenance and security of National Team uniforms, including arranging laundry of such items (including other, personal items when possible) particularly during extended camps and overseas tours, noting that procurement of uniforms must be arranged in consultation with the AHF Team Leader.
- Provide guidance to players and officials in relation to equipment, clothing, personal effects, etc as required for travel in relation to camps, training, competition and other events.

- In relation to camps, training, competition and other events, prepare a schedule of activities and tasks and post and/or communicate its contents to all players and officials, on a daily basis, in consultation with coaching, medical and support staff.
- Prepare and maintain a budget in relation to the Program of training, competition and other events for the appointed period, in conjunction with the AHF Team Leader.
- Comply with AHF guidelines in relation to all income and expenditure related to the Program, in conjunction with the AHF Team Leader.
- Prepare a report on the activities of the Team, in an approved format, including a report on all financial matters, for the relevant period as specified by the AHF Board, in conjunction with the AHF Team Leader.
- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with AHF Policies and standards, in consultation with the AHF Team Leader and coaching staff.

#### **NATIONAL TEAM MANAGERS - Key skills required:**

Detailed knowledge of team management requirements.

Experience in team management and operations.

Proven management expertise and ability to lead a competitive team.

Long-term interest and involvement in sport.

Ability to work under pressure, working to timetables and budget.

Report writing skills.

Understanding of both domestic and international sport, particularly of handball.

#### **NATIONAL TEAM MANAGERS - Behavioural competencies and qualities required:**

Enthusiastic about the sport of handball

Displays the highest levels of integrity and commitment

Demonstrates an ability to deliver excellent results

Demonstrates enjoyment in their work

Values inclusiveness in all its forms

A willingness to work in a spirit of partnership

Flexible and adaptable in a dynamic environment

Able to cope with unforeseen change

Develop appropriate strategies in line with responsibilities

Strong communicator

Team player who can also work on own initiative

Assertive and confident

Detailed and organised in report writing and Program preparation.

Communicates effectively both externally and internally

Works closely to deadlines

Calm and effective demeanour in high pressure situations

## **Part 2**

### **NATIONAL TEAM COACHES – Criteria for the Position:**

1. Agreement to work within and abide by the AHF “Coach’s Code of Ethics” (attached) and all other AHF policies, guidelines and standards as are published and/or provided from time-to-time.
2. Must be a recognised Handball Coach and will be required to complete the highest available AHF Coaching Accreditation Course or apply for RPL (Recognised Prior Learning) based on overseas or other qualifications.
3. Proven ability to plan, prepare and implement an appropriate and effective Program for a representative National Team.
4. Proven ability to establish and maintain team harmony and discipline under conditions of intensive training and competitive pressure.
5. Proven ability to prioritise and manage the application of all available resources to achieve the most effective outcome for the team.
6. Proven ability to perform all key responsibilities and accountabilities (as attached).
7. Demonstrated skills related to the position (as attached).
8. Demonstrated behavioural competencies and qualities required for the position (as attached).
9. Preparedness to accept the conditions of the appointment as outlined above
10. Demonstrated compliance with Child Protection requirements

### **NATIONAL TEAM COACHES - Key responsibilities/accountabilities:**

- Plan, prepare and implement a suitable Program of skill development (individual and team), training, competition and other events for the appointed period.
- Prepare and maintain a profile of the health, development and performance for every athlete in the squad.
- Plan, manage and conduct all training sessions of the National squad.
- Lead and manage the team’s performance during competition matches.
- Provide input into all arrangements planned and arranged by the Team Manager, including but not limited to airline tickets and other transport, accommodation, meals, facilities, schedules, uniforms, budgets and communication.
- Prepare a report on the activities of the Team, in an approved format, including a report on all technical matters, for the relevant period as specified by the AHF Board, in conjunction with the AHF Team Leader.
- Assist in the establishment and maintenance of team harmony and discipline under conditions of intensive training and competitive pressure, in accordance with AHF Policies and standards, in consultation with the AHF Team Leader and coaching staff.

## **NATIONAL COACHES - Key skills required:**

Detailed knowledge of the coaching of handball up to and including elite international level.

Experience in coaching elite handball teams.

Proven and extensive handball coaching expertise and ability to lead a competitive team.

Long-term interest and involvement in sport.

Ability to work under pressure, working to timetables and budget.

Report writing skills.

Understanding of both domestic and international sport, particularly of handball.

## **NATIONAL COACHES - Behavioural competencies and qualities required:**

Enthusiastic about the sport of handball

Displays the highest levels of integrity and commitment

Demonstrates an ability to deliver excellent results

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## **Coach's Code of Ethics**

1.	Respect the rights, dignity and worth of every human being	Within the context of the activity, treat everyone equally regardless of gender, disability, ethnic origin or religion.
2.	Ensure the athletes' time spent with you is a Positive experience.	All athletes are deserving of equal attention and opportunities
3.	Treat each athlete as an individual.	<ul style="list-style-type: none"><li>• Respect the talent, developmental stage and goals of each individual athlete.</li><li>• Help each athlete reach their full potential.</li></ul>
4.	Be fair, considerate and honest with athletes.	
5.	Be professional and accept responsibility for your actions	<ul style="list-style-type: none"><li>• Display high standards in your language, manner, punctuality, preparation and presentation</li><li>• Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators</li><li>• Encourage your athletes to demonstrate the same qualities</li></ul>
6.	Make a commitment to providing a quality service	<ul style="list-style-type: none"><li>• Maintain or improve your current NCAS accreditation</li></ul>

	to your athletes.	<ul style="list-style-type: none"> <li>• Seek continual improvement through performance appraisal and ongoing coach education.</li> <li>• Provide a training program which is planned and sequential</li> <li>• Maintain appropriate records</li> </ul>
7.	Operate within the rules and spirit of your sport	<p>The guidelines of the IHF and AHF should be followed. Please contact the AHF for a copy of the rule book, constitution, by-laws, relevant policies, e.g. Anti-doping Policy and selection procedures</p> <p>Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Anti-Doping Authority (ASADA).</p>
8.	Any physical contact with athletes should be:	<ul style="list-style-type: none"> <li>• Appropriate to the situation.</li> <li>• Necessary for the athlete's skill development. *</li> </ul>
9.	Refrain from any form of personal abuse towards your athletes*	<ul style="list-style-type: none"> <li>• This includes verbal, physical and emotional abuse.</li> <li>• Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.</li> </ul>
10.	Refrain from any form of harassment towards your athletes*.	<ul style="list-style-type: none"> <li>• This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability</li> <li>• You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal</li> </ul>
11.	Provide a safe environment for training and competition	<ul style="list-style-type: none"> <li>• Ensure equipment and facilities meet safety standards.</li> <li>• Ensure equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes</li> </ul>
12.	Show concern and caution towards sick and injured athletes	<ul style="list-style-type: none"> <li>• Provide a modified training program where appropriate.</li> <li>• Allow further participation in training and competition only when appropriate.</li> <li>• Encourage the athlete to seek medical advice when required.</li> <li>• Maintain the same interest and support towards sick and insured athletes.</li> </ul>
13.	Be a positive role model for your sport and athletes	

\* Please refer to the Harassment-free Sport guidelines available from the Australian Sports Commission for more information on harassment.