

# BWA State Team

## Team Manager

### Position Description

---

<b>Position Title:</b>	<b>Team Manager (State Team and Southern Cross)</b>
Location:	Bendat Basketball Centre (Perth, WA)
Entity:	Basketball WA (BWA)
Department:	Performance & Pathways
Reports to:	Head of Performance and Pathways Administration
Position Type:	Volunteer – campaign-based appointment

### Primary Purpose:

The Team Manager is responsible for supporting the operational and logistical needs of Basketball WA's representative teams, ensuring athletes and staff can focus on performance and development in a safe, inclusive, and well-organised environment.

This position plays a vital behind-the-scenes role and requires proactive planning, strong communication, and a calm presence in high-pressure situations.

Team Managers may be appointed to either the **State Team Program** or **Southern Cross Program (SCP)**. While many responsibilities are shared, the scope of travel, logistics, and athlete independence varies slightly between the two.

### Key Responsibilities

#### Pre-Tournament Responsibilities

- Work with BWA staff and Head Coach to understand and communicate campaign logistics.
- Assist with collection of medical, travel, and consent documentation from families.
- Coordinate uniform fittings, team gear distribution, and group logistics.
- Attend all relevant team training sessions to build rapport with athletes and staff.
- Act as a central point of communication for parents, where appropriate.

***Note:** State Teams may involve longer interstate travel, higher levels of athlete independence, and more complex logistics. SCP Managers will have more hands-on contact with younger athletes and families.*

#### During Tournament Responsibilities

- Oversee and manage all day-to-day logistics: accommodation, transport, meals, and scheduling.
- Ensure all athletes are safe, accounted for, and adhering to team expectations.
- Assist with team time management, travel transitions, and maintaining daily structure.
- Support athletes in managing nerves, homesickness, or travel fatigue.
- Maintain regular communication with BWA staff throughout the event.

# BWA State Team

## Team Manager

### Position Description

---

#### Post-Tournament Responsibilities

- Assist with return of equipment, uniforms, and documentation.
- Participate in campaign debrief and provide feedback to BWA on team operations.
- Provide observations (if appropriate) on team dynamics, wellbeing, or support needs.

#### Key Competencies

- **Organisation and Planning:** Demonstrates attention to detail, forward thinking, and timely preparation.
- **Calm Under Pressure:** Maintains composure and leads with empathy in high-pressure moments.
- **Team Support:** Build rapport with athletes and staff, and supports team-first culture
- **Communication:** Shares accurate and timely information with parents, staff, and BWA.
- **Values-Driven Leadership:** Models BWA values.

#### Experience Required

##### Essential

- Valid Working with Children Check (WA).
- First Aid Certificate (or willing to quickly obtain).
- Demonstrated experience working with children or young people.
- Strong organisational and communication skills.
- Ability to work collaboratively and follow BWA processes.
- Capacity to travel and meet the demands of the full campaign.

##### Desirable:

- Previous experience managing junior sports teams or school groups.
- Familiarity with high-performance or representative team environments.
- Conflict resolution or wellbeing support experience.

#### Appointment Process

All appointments are made in accordance with the **Coach & Team Official Selection Process (BWA-HP-PRO-002)**. This includes:

- Submission of an Expression of Interest (EOI).
- Reference or background check (as required).
- Assessment of team fit and logistical readiness.

Team Managers may be placed in roles that differ from their preferred program depending on BWA needs and suitability.

# BWA State Team

## Team Manager

### Position Description

---

### Remuneration and Support

This is a **volunteer position**. Basketball WA will provide:

- Travel and accommodation for the tournament.
- Official team apparel and documentation resources.
- Support from BWA staff during all stages of the campaign.
- Reimbursement for approved team-related expenses.

### Work Health and Safety (WHS) Context

Basketball WA is committed to providing a safe and inclusive environment.

Head Coaches are expected to:

- Promote athlete safety and wellbeing at all times.
- Comply with all BWA WHS, safeguarding, and reporting procedures.
- Monitor and support athlete mental health, fatigue, and injury risks.
- Escalate concerns promptly to the Head Coach or BWA staff.

### Additional Requirements

- Completion of all required BWA onboarding and safeguarding modules.
- Adherence to BWA Codes of Conduct and Integrity Framework.
- Head Coaches may not be BWA Board Members or immediate family of Board Members.
- Appointed coaches may be offered opportunities for mentoring or advisory roles as part of BWA's depth chart and workforce strategy.

### Acceptance of Job Description

This Position Description accurately describes the current role and has been explained to the incumbent.

Basketball WA:

Employee:

---

Tyrone Thwaites  
Chief Basketball Officer  
Basketball WA

---

INSERT NAME  
Team Manager  
Basketball WA