



AusDBF GENERAL & TEAM MANAGERS SELECTION

IDBF 12TH WORLD NATIONS CHAMPIONSHIPS, WELLAND – CANADA 19 -23 AUGUST 2015

Australian Auroras Head Manager and Team Managers will be required to have good communication skills, preferably a good understanding of the inner workings of AusDBF (or at least willingness to learn), display exemplary morals and ethics and have undergone the necessary security checks (juniors will be included in the team).

Timeline: Managers Selection

- 1) 1 May 2014 - call for EOI
- 2) 09 May – applications close
- 3) Collect and analyse applications.
- 4) Consultation between AusDBF and Aurora's Head Coach re applications
- 5) Individual discussions with applicants by phone or face to face
- 6) Appoint selected managers 16 May 2014

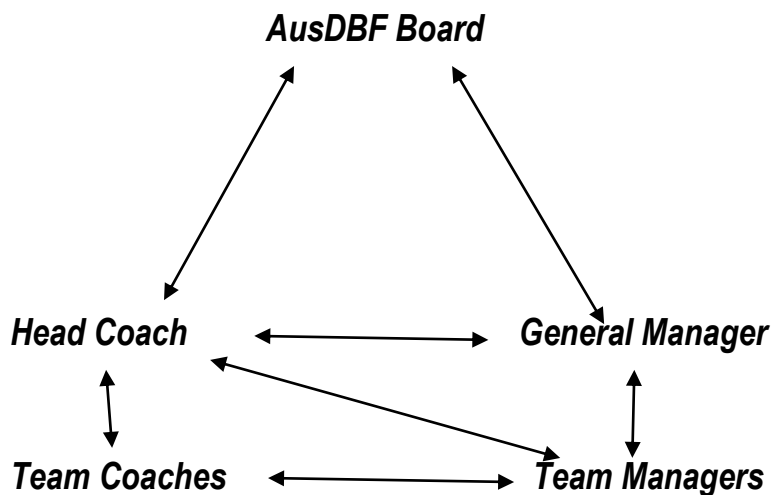
The **Head Manager** will report directly to the AusDBF Board on a weekly basis (or as necessary) via email or phone. The duty of the management team will be to:

- Liaise with the **Head Coach** and each Divisional Team Manager
- Liaise with the IDBF World Championships Organising Committee (Hungary)
- Attend training camps – at least one of three
- Coordinate accommodation & any group transport arrangements for the team
- Coordinate flights – request each State to travel together where possible
- Ensure AusDBF Code of Conduct is completed & signed by all.
- Return all completed Code of Conduct forms to AusDBF **prior to** departure
- Ensure all the paperwork for IDBF has been collected and correctly filled in:
 - Crew lists
 - TUE's
 - Consent forms
- Prepare a budget for the team expenses (as known)
- Ensure all money has been collected from Individuals
- Present Report & Final Budget to AusDBF within 30 days of Championships
- Distribute information re ordering of the Team Uniform (AusDBF Board and its Uniform Sub Committee will make all decisions re the actual uniform.)
- Oversee uniform orders placed by Team, ensure all have mandatory pieces.
- Liaise with AusDBF to coordinate deposits and/or final payments.
- AusDBF will make all payments or reimburse where required.
- Audit requirement - all payments and receipts **must be** made out to AusDBF.
- Reimbursements require receipts to claim for any expenses.

Number of Positions

- Head Manager – one
- Divisional Managers – minimum one manager per division
i.e. Premier, Senior A, Senior B, Grand Masters.
- Junior Managers – 1 male and 1 female required. We may have under 16, as well as under 18 if the interest is there from paddlers. This will require a further 2 managers.

Communication structure



Communication tools: email, phone and face to face conversations.

If at any time AusDBF believes that the Managers are seen to be not supporting AusDBF or not displaying the high morals and ethics and not following AusDBF Guidelines, AusDBF reserves the right to remove that Team Manager from that position immediately.

Applications, with responses to criteria are to be sent to admin@ausdbf.com.au by 9 May 2014