



HUNTER WESTERN HORNETS TOUCH FOOTBALL

POSITION DESCRIPTION

SPORTS SCIENCE MANAGER

Preamble

Sports Science is a dynamic and evolving function of a team's sporting success. The role of the Sport Science Manager (SSM) is to coordinate and provide activities and opportunities that will assist the coach, teams and athletes to improve performance. Furthermore, this role will assist athletes and teams to gain a competitive advantage through the use of scientific knowledge, methods and applications in the areas of physiology, biomechanics, psychology, nutrition, motor control and motor development.

The Sports Science Manager is an appointed member of the Management Committee.

1. Responsible To

- 1.1. The Sports Science Manager is responsible to the HIGH PERFORMANCE DIRECTOR.

2. Direct Reports

- 2.1. Nil

3. Knowledge and Skills Required

- 3.1. Completed undergraduate or postgraduate degree in exercise and sports science or a related discipline
- 3.2. Pending or accredited status with peak body in exercise and sports science
- 3.3. Knowledge and understanding of performance requirements for pre-elite to elite touch athletes
- 3.4. Prior experience working within a sports organisation, NSO, institute of sport, sports commission or university is an advantage
- 3.5. Excellent written & oral communication skills supported by interpersonal skills of a high order
- 3.6. Experience in working with a team to achieve planned outcomes
- 3.7. Demonstrated computer literacy and competence
- 3.8. Must possess the ability and capabilities to receive and disseminate information
- 3.9. Able to meet strict deadlines
- 3.10. Respectful and effective communication
- 3.11. Possess maturity, self-confidence and tact and the ability to deal effectively with Referees, Players and Officials at all levels
- 3.12. Must possess a knowledge of the standards and behaviour expected of a NSWTA Official and or Representative, and an acceptance of these standards.
- 3.13. Must hold a valid NSW Working With Children Check (WWCC)

4. General

- 4.1. Evaluate evidence based research, and advise on the technical and practical aspects of training, injury prevention, technique, nutritional supplements, performance and recovery practices
- 4.2. The scope of practice relates, but is not limited to the following:
 - Metabolism & nutrition*
 - Motion analysis
 - Exercise psychology
 - Women & touch football
 - Biomechanics & injury prevention
 - Fitness Test Profiles
 - Sports psychology & motor behaviour
 - Medical aspects of touch football
 - Paediatric science
 - Strength & Conditioning Science
- 4.3. Prioritise the scope of practice sub-units based upon the surveyed needs analysis of specific teams
- 4.4. Work at the following three levels of touch football:
 - Pre-elite: 14-17 years or Regional
 - Sub-elite: 18's & 20's or State
 - Elite: Open age + or National
- 4.5. Collaborate with other professionals such as Sports Dietician* to deliver up to date information
- 4.6. Disseminate key information to members, using electronic media (e.g. website, social media, surveys) and face to face (e.g. seminar)
- 4.7. Attend tournaments, conferences and meetings as required
- 4.8. Complete courses, workshops and/or meetings as part of continuing professional development
- 4.9. Work in partnership with the Hornets Committee & High Performance Unit
- 4.10. Maintain community engagement and support, seeking to formalise relationships as required
- 4.11. Where required submit annual Sports Science report for Hornets reports and AGM

5. Meetings

- 5.1. With the ASSISTANT REGIONAL DIRECTOR, place any necessary sports science related items on the Management Committee agenda in advance of the meeting
- 5.2. Attend all meetings, or, if absolutely unavoidable, apologise in advance for absence
- 5.3. Entitled to one vote only at a Management Committee Meeting of the Club.
- 5.4. Where Management Committee papers are circulated in advance of the meeting, read papers and consider issues before the meeting
- 5.5. Contribute to the discussion and resolution of issues at meetings and otherwise as appropriate

6. Promotion

- 6.1. Promote the organisation in the community as opportunities arise

7. Fundraising

- 7.1. Participate enthusiastically in any fundraising approved by the Board

8. Legal & Ethical

- 8.1. Avoid making any improper use of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.2. Avoid making any improper use of any information acquired by virtue of their position in the organisation so as to gain any material advantage for themselves, or for any other person, or to the detriment of the organisation
- 8.3. If they have any direct or indirect material personal interest in any contract with the organisation, inform the Management Committee immediately
- 8.4. If they have any direct or indirect material personal interest in any contract with the organisation, not vote in the Management Committee on that issue
- 8.5. If they have any non-material personal conflict of interest in any matter before the Management Committee, or believe that the perception of such a conflict might arise, inform the Management Committee immediately and follow the Management Committee's rulings as to proper procedure
- 8.6. At all times conduct Management Committee business politely and with consideration for others, without ill feeling, improper bias, or personal animus

9. Term of Appointment

- 9.1. The Sports Science Manager is appointed for a 2 Year term. (**Even Years**, i.e. 2018, 2020 etc)

10. Time commitment required

- 10.1. The estimated time commitment required is 1 hour per week

11. Honorarium:

- 11.1. Yes. Pro rata based, paid at AGM's. (Refer to Honorarium Policy)

12. Position Review

- 12.1. This position description will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.