



Position Description

Position Title	High Performance Manager		
Remuneration	Volunteer, Honorarium		
Reports to	High Performance Director	Location	Aus - Remote Working

About Lacrosse Australia

Lacrosse Australia is the national governing body for Lacrosse in Australia, overseeing the governance, growth and development of the sport by working together with each State Sporting Organisation (the Member Associations) and providing High Performance opportunities for athletes, officials and administrators.

About the Role

The High Performance Manager reports to the Lacrosse Australia Board via Director, High Performance. The position is responsible for the operational support and delivery of key High Performance related tasks.

Key Responsibilities

Working to provide advice and assistance to team managers as required to help them organise:

Flights

Squad & Team

- Arrange Flight bookings
- Arrange Tour Travel Insurance
- Arrange ad hoc Flight bookings for Staff as required.
- Reconciling of Flight invoices against flight booking requests.

Squad & Team Financials

- Preparation of Tour Budgets
- Periodic reporting of bank transactions & outstanding invoices
- Review and approval of Expense claims
- Approval of Cash advances
- Preparation of squad & team member Invoices
- Preparation of end of tour financials & refunds

Apparel

Squad & Team

- Collate quotes for apparel and final approval
- Prepare Cognito order forms
- Arrange Blazers for fitting sessions
- Prepare Blazer orders

Prepare CoA Pocket orders in conjunction with HP Director
Arrangements for shipping of Team Apparel

Team Equipment

Collate quotes for Team equipment
Prepare Cognito form for Team equipment order and place orders
Arrangements for Shipping of equipment

Communication

Assist Team Manager, with other Squad / Team communications
Co-ordinate with LA Communications to facilitate interviews, media requests audiovisual catalogue and coordinate announcements / media releases

Meetings

Facilitate regular Meetings with Squad Managers and Team Manager including the planning and preparation of upcoming Camps, Events etc.
Budget Meetings
Tour Planning meetings
Finance update meetings
Member of interview panel for squad managers and team managers