



Position Description

This position description provides an indicative outline of the purpose and accountabilities of the role. Specific performance objectives, measurements and expectations will be included in your agreed annual Performance and Development Plan.

Position Title	Training and Logistics Manager
Department	Football
Reports To	General Manager - Football
Direct Reports	Nil
Position Type	Full time
Location	Melbourne
Date	November 2021

Introduction to Melbourne Storm

Melbourne Storm is an Australian professional rugby league club playing in the National Rugby League (NRL) competition. It is the only NRL team based in Victoria.

Our Vision is *“to be the best and most respected professional sports organisation in Australia”* and we are proud to employ people who share the Club’s vision for performance excellence, both on and off the field.

Our Club Values –*Accountability, Hard Work, Respect, Family, and Passion* - underpin all that we do, and how we do it.

We aim to create a working environment that provides challenges and rewards that bring out the best in people and fosters the *“purple pride”* within, as we achieve our Club Purpose – *“to experience the thrill of competing and winning together.”*

Position Purpose

The Training and Logistics Manager is responsible for managing and coordinating many elements across training, equipment, stock control, first aid, game day, in order to support the Football Department and playing group in both pre-season and season.

Key Responsibilities

Pre/Post Training

- Providing planning input, participating in, and supporting all club training sessions.
- Ensuring that any necessary equipment is available for all training sessions, including undertaking any required communication with coaching staff prior to the session as required.
- Preparing Powerade, water and any other items and requirements for field sessions.
- Strapping players prior to commencement of training sessions.
- Removal and storage of all equipment at the completion of sessions.



During Training Sessions

- Monitoring players during training sessions and administer acute injury management strategies and first aid when required.
- Ensuring water bottles and Powerade remain full during sessions.

Equipment Maintenance

- Ensuring equipment availability, maintenance and safety including:
 - training equipment such as tackle bags, hit shields and chest guards are in appropriate condition and are safe for use.
 - Sufficient supply of footballs during training sessions and that they are inflated appropriately.
 - thorough cleaning of all water bottles, water machine and protein bottles on a regular basis.
 - regular cleaning of training bibs and tackle suits and coordination of general washing as required.

Stock Control

- Management of all Powerade stock including powder, eskies, tubs, bottles and other nutritional products for both day to day use and for game day and travel.
- Monitoring and controlling stock of all medical supplies including, but not limited to, medications, strapping and splinting materials, guards and braces.
- Co-ordination of compression garments as well as managing compression stock.
- Liaising with performance staff and other Football Department stakeholders to determine what products are required and for when.
- Undertaking regular and through stocktake of all training equipment.
- Management of relevant contra agreements by third party suppliers

Game Day

- Coordinating logistical planning and executing operations and logistics for the NRL Team for both home and away games.
- Ensuring that all necessary equipment is packed prior to game day including any required game day kit, strapping material and all other medical and other equipment required.
- Transporting all necessary equipment to the ground/airports/hotel.
- Overseeing roles of nominated matchday volunteers.
- Ensuring that required kit is placed out for players at away matches prior to arrival at the ground.
- Preparing water, Powerade, supplements and strapping requirements prior to the arrival of players.
- Ensure all required kit is collected from the players at completion of the game.
- Cleaning up and repacking all required equipment after the players have departed post-match.
- Transporting all equipment from the game as required.
- Helping players stretch and strap prior to kick off.
- Injury management of players during game, at half time and at the completion of the game.
- Undertaking the Orange Shirt Head Trainer role on game day.



In addition – **Away Game logistics** include:

- Booking Captain's Run venues as needed
- Booking vans to transport training gear and kit
- Coordinating bus bookings
- Coordination deliveries to hotels as required
- Auditing travel details for players, including frequent flyer numbers and details for airport parking
- Organising dressing room catering and any other requirements
- Preparing recovery facilities requirements – post training and match

Other

- Managing various budgets within Football Operations including:
 - Sports drinks
 - Medical Supplies
 - Footballs
 - Travel (cumulative)
- Overseeing, maintaining and taking responsibility for the Club's commercial van and truck.
- Purchasing player and football staff requirements (ie markers, tackle bags etc) as requested.
- Assisting with collation and communication regarding training schedules.
- Liaising with NRL travel partners to secure hotels and flights during macro travel planning stage, post the issuing of the season draw by the NRL.
- Drafting Storm Paths.
- Assisting other members of the Football Department with coordination of all football related camps during pre-season including IDQ, as well as mid-season camps as requested.
- Coordinating all immediate maintenance and repair issues relating to football tenant areas.

Key Relationships

Internal

- General Manager - Football
- Head Coach
- Players
- Football Operations Coordinators
- Performance Staff
- Coaching Staff
- Contracted Medical Staff
- Finance and Administration Department
- Other commercial departments as required

External

- Myotherapists
- Medical Suppliers
- Training Suppliers
- Product Suppliers
- NRL
- Accommodation venues
- MOPT



- Operations Managers from other NRL clubs
- Feeder Club stakeholders

Key Skills & Attributes

- Advanced Injury Management Skills.
- Demonstrated First Aid Skills.
- Understanding of Rugby League and the attributes of successful players and coaches in the game.
- Ability to work in a fast paced environment while juggling multiple priorities
- Excellent organisation and time management skills
- Committed to achieving deadlines
- Strong accuracy and attention to detail
- Flexible, adaptable and proactive approach
- Strong written and communications skills.
- Excellent relationship building and influencing skills.
- Strong problem solving and issues resolution skills.
- Demonstrated ability to negotiate
- High level of initiative and ambition
- Ability to work autonomously and within a team
- High degree of professional ethics and integrity
- Consistent demonstration of Club values
- Basic Microsoft Word skills
- Basic Microsoft Excel skill

Club Values

All employees are responsible for behaving in accordance with, and proudly promoting Melbourne Storm's Club values – Family, Respect, Accountability, Hard Work and Passion.

- **Accountability:** Know your role - do your role. Take ownership to get the job done together
- **Hard Work:** Demonstrate focus, courage, determination and resilience to achieve each and every time
- **Family:** We are a family club, built on care, support, inclusion and unity
- **Respect:** We are all in this together. Treat everyone as an equal, be humble, be gracious and fair.
- **Passion:** Get the most out of your time – bring the right energy and emotion, embrace the “purple pride”.

Financial Delegation

Please refer to the current approved Purchasing Policy delegated authority limits as published on Melbourne Storm's intranet.



Qualifications, Experience and Licences Required

- Minimum Level 2 Sports Medicine Australia Accreditation
- CPR accreditation, including Advanced Resuscitation
- A minimum of 3 years' experience in a similar role within a football code
- A current drivers licence
- Working with Children Check
- Second to none organisation and time management skills, with a commitment to achieving deadlines
- Excellent communication skills
- An ability to stay calm and focused under pressure
- A high level of initiative and a flexible and proactive approach

Additional qualifications and/or training in Health certificates and Head, Neck and Spinal care, while not required, will be highly regarded.

Please note that all Melbourne Storm staff will need to meet NRL accreditation/registration requirements, which includes National Police Record clearance, before they are appointed to their role.

Health and Safety

All employees are responsible for:

- Compliance with the company policy, safety systems and applicable health and safety legislation and regulations.
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly.
- Recommending improvements to health and safety practices.
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.
- Assisting in timely completion of any corrective action items and reporting / investigation procedures.
- Participating in relevant health and safety induction, training and other relevant activities.
- Use and maintain all safety equipment provided.

Please note: Melbourne Storm reserves the right to change job duties and responsibilities outlined in this Position Description at any stage in line with business requirements and needs.