New Zealand Development Tour 2027

Team Manager/Coach

Position Description & Application Form

This document provides a comprehensive description of the responsibilities and duties of the Team Management that will accompany the Little Athletics Victoria squad on the 2027 New Zealand Development Tour.

The application form is available on Page 5 of this document and is to be returned to Brett Johnstone (brett.johnstone@lavic.com.au) by 11am on Monday 7th September 2026.

Position Description

Little Athletics Victoria will be appointing four (4) Team Managers/Coaches to accompany the two appointed LAVic Tour Managers, with the Under 14 and Under 15 Development Tour to Whangārei, New Zealand.

The squad will depart Melbourne on Wednesday 6th of January and return on Wednesday 13th January 2027.

Athletes and team personnel will be accommodated in group accommodation, with all Team Management personnel being equally responsible for the athletes from the time the team meets at the airport on departure, until they are collected by a parent / guardian on their return to Melbourne.

Little Athletics Victoria will organise all the bookings (flights, accommodation, transport etc) as well as collecting all required information from athletes/families prior to departure.

The key responsibilities of the appointed Team Managers/Coaches will be:

- Supervision of the athletes for the duration of the trip. This includes all periods of the day, not just during competition.
- Coaching of the athletes during training and the competition itself (a minimum of 2 of the appointed positions will be required to have coaching qualifications).
- Assistance in transporting the athletes to competition and activities (we will require some of the Team Management to drive mini-buses or similar).
- Assistance at times with various "domestic chores" such as preparing meals, cleaning up or doing washing etc.

Essential Requirements

- All Team Personnel must have a valid Australian passport with at least 6 months validity beyond the return date (expiring no earlier than 14th July 2027) or the ability to acquire one prior to departure.
- All Team Personnel must have a valid Working With Children Check (or equivalent) and be willing to obtain a Police Check if requested by LAVic.
- All Team Personnel are required to stay with the team for the duration of the trip and be available to assist with overall supervision of the athletes during competition, training, meals, and recreational time.
- All Team Personnel must abide by the Little Athletics Victoria Code of Conduct (available HERE) at all times.
- Team Personnel may be privy to personal details and health information of the athletes so must abide by the LAVic Privacy policy (available HERE) at all times.
- All Team Personnel must be at least 18 years of Age.

Desired Requirements (these are not essential to apply)

- Coaching qualifications (at least 2 of the selected Team Personnel will be required to have formal coaching qualifications and experience).
- Current First Aid qualifications.
- Current Drivers' License and a willingness to drive a mini-van or similar in New Zealand.

Remuneration

These positions are voluntary but successful applicants will receive the following:

- All costs of the trip (airfares, accommodation, transport, meals, uniform, admission fees, insurance etc) will be covered by LAVic (note personal spending money will not be covered by LAVic).
- International Roaming Fee for mobile phone (if available for your plan/provider).
- A $500 honorarium.

Further Information

If you have any questions or would like further information, please contact Brett Johnstone via email (brett.johnstone@lavic.com.au).

Nomination Forms

If you are interested in nominating, please complete the nomination form on the following pages and return it to brett.johnstone@lavic.com.au.

NOMINATIONS CLOSE AT 11AM ON MONDAY 7th SEPTEMBER 2026.

New Zealand Development Tour

Team Manager/Coach Nomination Form

NAME: _____

EMAIL: _____

MOBILE: _____

GENDER: _____

ADDRESS: _____

Working with Children Registration Number: _____ **Expiry**: _____

Do you have any current coaching qualifications? Yes/No ☐☐

If yes, what level is your qualification? _____

Do you have a current Drivers License? Yes/No ☐☐ **Expiry:** _____

If yes, would you be willing to drive a vehicle in New Zealand? Yes/No ☐☐

If yes, what class is your license? _____

Do you have any current First Aid Qualifications? Yes/No ☐☐

If yes, please provide details/level: _____

Do you have an Australian Passport valid until at least 14th July 2027 or are happy to obtain one prior to departure? Yes/No ☐☐

Do you agree to abide by the Little Athletics Victoria Code of Conduct and Privacy Policy? Yes/No ☐☐

Please provide two referees that are able to speak to your previous Team Management and/or Coaching experience:

Referee 1 Name: _____ Phone: _____

Referee 2 Name: _____ Phone: _____

Prior Coaching and/or Team Management Experience and/or any other relevant information can be noted on the following page.

Prior Team Management (or similar) Experience (please provide details):

Prior Coaching Experience (if applicable):

Any other qualifications and/or experience that you consider relevant to the nomination process:

Please email completed form to brett.johnstone@lavic.com.au

by 11am Monday 7th September 2026.