**Touch World Cup 2019 Tour Manager**

**Vision**

To have overall responsibility for specific tasks relating to the participation of STA teams at the Touch World Cup 2019 in Malaysia. This is not a general administration role for the National Squads (this is the National Squad Administrator role, also currently vacant) but rather a specific role just for the period of the Touch World Cup and the short periods immediately preceding and following it.

**Reporting to:** STA National Squad Committee/National Squad Director (if appointed).

**Responsibilities**

To:

* liaise with the National Squad Committee (NSC):
  1. **Open Touch Co-Ordinator** oversees sporting issues relating to the 3 o*pen* squads
  2. **Senior Touch Co-Ordinator** oversees sporting issues relating to the *senior* squads
  3. **National Squad Co-Ordinator** deals with logistical and administrative issues relating to all squads and co-ordinates *external* communications with outside stakeholders such as organising committees, venues and partners etc.
  4. **National Squad Director** (to be appointed)oversees the NSC
  5. **National Squad Administrator** deals with logistical and administrative issues relating to all squads and communicates *internally* to players regarding data, finances, admin etc.
* travel with the STA teams to Kuala Lumpur, Malaysia in 2019 for the Touch World Cup
* be a central figure for liaising with local partners, stakeholders, supporters, accommodation, travel etc. at the World Cup venue in respect of timings, administration, payments etc.
* represent the STA at any World Cup specific briefings organised by FIT or Touch Malaysia
* assist the National Squad Administrator to manage World Cup-specific admin issues
* work with the Open and Senior Touch Co-Ordinators and assist them with team-specific requests for World Cup preparation assistance in the short-term lead up to the event or in Malaysia
* establish effective internal communication lines with the NSC so as to ensure that any specific World Cup 2019 information or admin requirements are disseminated to the correct individuals
* strive for improvements, innovations and new policies to improve all forms of national squad preparation for the Touch World Cup 2019
* ensure that all of the above are carried out in accordance with FIT and STA policies and codes of conduct and with any tournament rules laid down by EFT.

**Required personal attributes**

Highly effective organisation and administrative capabilities, together with good communication and diplomacy skills to work with external partners and local partners in Malaysia.

**Key Information**

This role is critical for Touch World Cup 2019 and must be filled before the event. The STA will not consider for this role any players, coaches or referees who are attending the Touch World Cup 2019.