

## Team Manager

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing — club, state or national — the responsibilities and duties are similar. The Team Manager's duties, however, become more extensive when managing teams interstate or overseas.

## Responsibilities

- ☐ Administration and management of the team
- ☐ Welfare of all team members and officials during team training and from the time of team departure until the return of the team
- ☐ Organising travel and accommodation if the team is travelling
- ☐ Managers should be aware of any conditions of travel
- ☐ Ensure uniforms and equipment including first aid equipment are available for training and competitions
- ☐ Budget for the event and methods of payment – credit cards, petty cash and accounts
- ☐ Providing training and tour information (e.g. travel, accommodation and competition/function details i.e. contact numbers, addresses and functions)
- ☐ Providing all team members with a checklist of what they are required to bring prior to training, competitions and any travel
- ☐ Collection of completed – player profiles – signed obligation forms including codes of behaviour – parent/guardian agreement – medical forms
- ☐ Ensuring all team members are aware of their sport's anti-doping policy
- ☐ Taking charge of team members, coaches and officials prior to departure and ensuring all documentation is on hand
- ☐ Co-ordinating any team photographs
- ☐ Assisting with uniform sizing
- ☐ Attending training sessions



- ☐ Assisting with team fundraising
- ☐ Attending and assisting with the organisation of team functions
- ☐ Assisting with the co-ordination of media training
- ☐ Liaising with all team members, coaches and officials to ensure the needs of athletes are met and team members, coaches and officials are appropriately dressed, disciplined and informed of schedules, especially for training, competition and official functions
- ☐ Acting as liaison officer between the organising committee of the event, the coach and the team
- ☐ Mediating any problems that may arise amongst athletes, coaches, officials and supporters
- ☐ Ensuring all welfare and safety requirements for the team are met
- ☐ Ensuring athletes under 18 years of age must be supervised at all times
- ☐ Liaising with an appropriate person regarding any athlete's inappropriate behaviour, misconduct, injuries or illness
- ☐ Being responsible for all financial details, including collecting receipts and providing a financial statement of monies expended
- ☐ Being responsible for team transport and hire vehicles if required
- ☐ Organising meal arrangements in liaison with the coach or other officials
- ☐ Ensuring all equipment (including drink bottles) is ready for use
- ☐ Acting as a spokesperson for the team at official functions, receptions, press conferences unless advised otherwise
- ☐ Returning all equipment
- ☐ Providing report to the committee as required including a balanced budget and copies of any media exposure



## Essential Skills and requirements

- ☐ Hold or willing to apply for a current volunteer's "working with children" check (if legally required)
- ☐ Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
- ☐ Strong organisational skills
- ☐ Sound knowledge of the selection procedures and rules/regulations of the competition
- ☐ Copy of a Federal police clearance
- ☐ Driver's license
- ☐ Current First Aid certificate
- ☐ Previous experience in managing a team is preferred

## End of year hand over

### Updating key documents

At the end of each year a key activity of the Club Team Manager will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the club secretary prior to the Annual General Meeting each year.

### Induction of the incoming Club Team Manager

An important responsibility of outgoing Club Team Manager is to train, mentor and support the incoming Club Team Manager.

The estimated time commitment required as the Club Team Manager is **20** hours per week.