

Role Description: Team Manager

Role Objectives

The Team Manager is responsible for the logistics, administration and coordination of teams to/from and during a competition or training event. A Team Manager is a central point of information and communication, and the expectation by all team members (including athletes and coaches) is that the Team Manager will be the person with this knowledge. A Team Manager should report to the Head Coach or Chairperson within the club.

Duties and Responsibilities

- To provide a central point of contact/liaison for communication on behalf of the team
- To attend pre-competition/camp briefings as required
- To arrange team travel, travel itineraries and accommodation where required
- To provide information to athletes, coaches, parents/guardians as appropriate
- To assist in undertaking team selections (if appropriate and in consultation with others)
- To ensure provision for athletes to arrive at appropriate time at venues
- To ensure athletes are appropriately registered for their events, in association with coaching staff
- To organise team kit (as appropriate)
- To prepare and submit results to Press Officer/media (as appropriate)
- To promote positive team spirit and behaviours
- To adopt the policies and principles of the ASA Child Protection policy and Wavepower guidelines
- To prepare post competition/event reports (as appropriate)

Skills and Qualities Required

- Well organised and efficient
- Knowledge of the club and athletes (as appropriate)
- Excellent communicator
- Understanding and impartial
- Ability to respect confidentiality
- Ability to make decisions based upon the best interests of individuals and teams
- Able to work on own initiative

Role Details

This is a voluntary role.

The time commitment required will vary depending upon the nature of the competition/event, but would involve planning and preparation in advance, and then attendance at competition/event as appropriate. Additional time commitment may be required in preparing reports/evaluations post event.