Orienteering Tasmania

POSITION DESCRIPTION

TEAM MANAGER AND ASSISTANT MANAGER FOR TASMANIAN JUNIOR TEAMS

1. APPOINTMENT OF TEAM MANAGER AND ASSISTANT MANAGER

1.1. For any Tasmanian representative junior Team competing outside or within Tasmania, a Team Manager and Assistant Team Manager may be appointed by the Board who shall be responsible to the Board.

1.2. The Team Manager and Assistant Team Manager shall be appointed in accordance with OT's "*Member Protection Policy - Procedures for Appointment of Junior Team Officials and Assistants*".

1.3. When appointing several Team Officials for Junior Teams, there should be at least one of each gender.

1.4. When appointing Team Officials for a School Team, there should be at least one teacher if required by the rules of the Event.

1.5. The Manager, High Performance shall call for applications for the position of Team Manager and Assistant Team Manager through an advertisement in "*O-Know*" allowing a period of not less than one month for applications to be received. Each application should be accompanied by a statement detailing the applicant's experience relevant to the position.

1.6. The Team Manager should be appointed at the earliest practicable opportunity but not less than six months before the Event. The Assistant Team Manager shall be appointed after consultation with the Team Manager.

1.7. The appointment shall be made by the Board on the recommendation of the Director, Performance.

2. RESPONSIBILITIES OF TEAM MANAGER

2.1. The Team Manager shall be responsible for coordinating all aspects of Team administration prior to, during and subsequent to the participation in "the Event". Although the Manager's duties can be shared with the Assistant Manager (if one has been appointed), the Team Manager retains the ultimate responsibility.

2.2. The Team Manager shall liaise with the Team Coach about any special requirements or suggestions the Coach might have.

2.3. Specific responsibilities of the Team Manager shall include, but are not necessarily limited to, the following unless otherwise determined by the Board:

(a) To provide information to all potential Team Members, either directly or through "*O-Know*" on matters of interest prior to the selection and departure of the Team.

(b) To obtain from each Team Member a signed "*Athlete Agreement*" and other conditions of participation set out in relevant OT policies (e.g. "*Code of Conduct*" and the "*Anti-Harassment Policy*")

(c) To provide Team Members, parents and other Team Officials with:

- (i) competition information
- (ii) any administrative details of the trip, the proposed itinerary, and the estimated costs
- (iii) information about preliminary training (in consultation with the Team Coach)
- (iv) information about behavioural guidelines and expectations (and during the Event discuss specific requirements as they arise)

(d) As required, to obtain, from Team Members, parents and other Team Officials:

- (i) Signed "code of conduct" forms

(ii) A parental permission allowing under-age Team Members to travel with the Team, including parental consent, allowing the Team Manager to act "*in loco parentis*" if and when required during the period the Manager is in charge of the Team

(iii) Biographical details, medical history, special food requirements, parent contact numbers, Medicare numbers and any other information necessary for administrative purposes

(iv) An up to date "Police Check" of all Team Officials[1]

(e) To sponsor requests before the Board from Team Members who wish to vary the conditions of Team participation.

(f) To co-ordinate official Team travel and accommodation arrangements within and outside Tasmania, in compliance with conditions of entry in the Event.[2]

(g) To prepare a detailed itinerary for transport to and from the Event, including training/coaching events.

(h) To liaise with the OT Treasurer to ensure co-ordination of financial arrangements for Team participation in the Event. This includes:

(i) Preparation of a budget

(ii) Obtaining information about the financial assistance for Team Members available from OT

(iii) Payment of entry fees and any other levies related to the Event

(iv) Payment of accommodation and travel arrangements

(v) Management of day-to-day expenses during the Event

(vi) Maintain accounts related to the Event

(i) To liaise with the organisers of the Event regarding any special requirements related to the Event.

(j) To arrange for the supply of official uniforms and equipment for the Team.

(k) To assist with publicity for the Team during the period of the competition and associated training.

(l) To maintain records of meetings, interviews and conversations appropriate to his/her duties.

(m) To ensure that any trophies for the competition are transported to and/or from the competition, suitably engraved and forwarded to OT for storage and display.

(n) In consultation with the Team Coach, make appropriate arrangements for medical treatment where necessary for Team Members where a Medical Officer is not appointed to the Team. Liaise with parents/guardians in case of sickness or injury.

(o) Be present, if possible, at any training camp preceding the Event and conduct a session discussing Team expectations.[3]

2.4 The Team Manager is not obliged to make arrangements for travel or accommodation by Team Members outside the official Team travel arrangements, but should liaise with such Team Members to ensure that such arrangements are fully compatible with the conditions of participation in the Event, and should offer advice and assistance as appropriate to Team Members making their own travel arrangements.

2.5 The Team Manager shall be responsible for the behaviour and discipline of the Team during the period that it is under his/her control in accordance with OT's "*Athlete Agreements*", "*Codes of Conduct*" and "*Anti-harassment Policy*".

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[1] If a teacher is appointed as a Team Official he/she will not require a police check provided he/she has a current teacher registration which includes a police check.

2 If Team Members choose to make their own travel arrangements to the Event, the Team Manager will ensure that all team members meet at a predetermined place and time prior to the Event.

[3] If the training camp is limited to the selected Team, the Team Manager will be expected to be the manager of the camp.

2.6 The Team Manager shall be required to accompany the Team throughout its official period of travel, training and competition. This requirement many be varied only with the specific permission of the Board. Throughout this period, the Manager is expected to put the interests of the Team ahead of any personal interests.

2.7 The Team Manager is to provide a written report to the OT Board within six weeks of the completion of the competition. This report is to include :

(a) A resume of events leading up to the main competition.
(b) A resume of the main competition.
(c) A financial report detailing all income and expenditure associated with the competition and training.
(d) A report on any instances of exceptional behaviour by individual Team Members.
(e) A report on any other incidence that might have occurred during the Event.
(f) Recommendations.

2.8 All correspondence, financial records and other material relating to the trip are to be forwarded to the OT Secretary once the Manager has completed his/her report. In the event of circumstances beyond his/her control precluding the completion of a full report by the due date, an interim report shall be presented, and the final report shall be completed as soon as practicable.

3. RESPONSIBILITIES OF ASSISTANT TEAM MANAGER

3.1. The Team Manager may at his/her discretion delegate any of his/her duties to the Assistant Team manager, prior to and during the Event.

3.2. At all times, the Assistant Team Manager will work under the guidance of the Team Manager, who maintains full responsibility for the management of the Team.

4. COMMUNICATION

4.1. Information on matters relating to the particular Team shall be sent by the Team Manager to:

(a) the Director, Performance
(b) the Team Coach and Assistant Team Manager
(c) all selected Team Members and their parents (following Team selection)

Other persons may be added to this list at the discretion of the Team Manager or the OT Board.

5. POWERS OF TEAM MANAGER

5.1. The Team Manager shall have the power to co-opt casual assistants for the execution of his/her duties during the Team's preparation period in Tasmania. The OT Board may appoint an Assistant Manager to assist the Team Manager in his/her duties.

5.2. The Team Manager shall have absolute power of decision-making on behalf of the Team and discipline over all Team Members during the official training and competition period, but is expected to exercise these powers on a consultative basis with other Team Officials and Team Members as far as practicable and having regard for the physical and social maturity of Team Members.

5.3. The Team Manager, in consultation with the Team Coach, is empowered to remove Members from the Team in extreme circumstances such as serious illness or injury or exceptional breaches of Team discipline. If practicable, the Manager shall consult the OT Board before making such a decision. Vacancies shall be filled by Team reserves if possible.

5.4. Other than Team Members and Officials appointed by the Board, no person shall travel with the Team without the express permission of the Team Manager. Such permission should be sought well in advance of the Team leaving Tasmania.

5.5. If further selection of runners from the selected Team is required for a specific competition (e.g. relay), this shall be the responsibility of the Team Coach who may consult with the Team Manager, Team Captain(s) and other Team Members as he or she sees fit, unless the Board has determined an alternative procedure. If no Coach is appointed to the Team, the Team Manager shall have this responsibility.

6. DISCHARGE OF RESPONSIBILITY OF TEAM MANAGER

6.1. The Manager's responsibility shall be discharged with the presentation to and acceptance by the Board of the Manager's report.

7. INFORMATION FOR TEAM OFFICIALS

7.1. It is OT policy that on any junior trip there is a “no alcohol” rule for all juniors. Any adult driving a bus must have a zero blood alcohol level at all times.

7.2. Team Officials are not to offer alcohol or drugs to any Team Member.

7.3. Any Team Official travelling and staying with the Team must have an up to date Police Check[4].

7.4. At any time, Team Officials should put the interests of the juniors in the Team ahead of their personal interests.

7.5. Team Officials are required to have a current and appropriate drivers licence and Passenger Licence for the operation of any vehicle used by the Team during the Event.

7.6. Team Officials are expected to be familiar with OT policies, guidelines and information relating to:

- Team travel (e.g. “Athlete Agreement”, “Codes of Conduct”, etc…)
- Sponsorship
- Badges
- Track suits
- Running suits
- Competition equipment
- Tasmanian (and Interstate) Government obligations
- Drugs in sport requirements
- Funding
- Team Member feedback

[4] See footnote 1.