

TEAM SCU SPORT TEAM MANAGER POSITION DESCRIPTION

The Sports Team Manager (STM) is the primary point of contact between the sport specific team and SCU Sport staff. They may compete as a member of the team or not; however coordinate a specific team. In most cases they are students and possess:

- Good leadership skills,
- Good communication skills
- Good organisational skills with ability to facilitate teams best performance.
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SCU Sport staff support the STM by providing appropriate assistance to enable them to carry out the role through active guidance and training. Whilst a particular level of skill and sport knowledge/experience is required, individuals are recruited on aptitude; it is also considered and promoted as a student leadership development opportunity with team managers formally recognised within the representative sport team management program and the University's Student Leadership Development Program.

GENERAL

- Team representative/spokesperson
- Representative sport program ambassador.
- Active promotion and recruitment of players to team(s).
- Active member of leadership group contributing toward collegiality and camaraderie amongst the overall VU team.

- **PRE GAMES**
- Book venue with SCU Sport and hold trials or training
- Provide contact details.
- Attend Orientation and promote.
- Conduct trials in accordance with guidelines.
- Recommend and select coach in consultation with SCU staff (where required).
- Advise members and SCU Sport of selected team including manager and captain.
- Conduct and attending all training sessions (with the guidance of coach where relevant).
- Coordinate team administration requirements.
- Liaise with staff and participants on all matters relating to team and event participation.
- Complete team entry form following the instructions provided including which events team members wish to enter where applicable. Ensure all team members have paid all money owing to SCU Sport/ UniLife by due date.
- Support staff in ensuring that all team members have submitted a signed Participant Agreement, SCU Code of Conducts and medical form to UniLife reception by due date.
- Coordinate team arrangements for travel and accommodation in liaison with SCU Sport.

- Circulate regular information and updates to all team members.
- In liaison with staff ensure playing uniform is in line with the laws of the game and VU Sport policy.
- Ensure team members have purchased/loaned correct uniform prior to departure.
- Arrange alternate playing strip to use in case of uniform clashes (according to sport specific rules).
- Attend all meetings as requested.
- Organise any sport specific equipment.

DURING GAMES

- Travel and stay with team at events.
- Inform all members of the team, the time and place for the first team meeting at the venue.
- Attend the Sports Specific Team Managers meeting on the day prior to competition to collect competition draws and any other information on behalf of the team.
- Ensure all team members are fully aware of team requirements including travel itinerary, accommodation, match times and team duties.
- Set a positive example for behavioural standards and adhere to the AUS and SCU Sport Code of Behaviour.
- Ensure team duties are completed. Coordinate and delegate duties to team members as required.
- Liaison with SCU Sport staff and event management as required.
- Ensure all team members collect accreditation from the UTM prior to the opening ceremony. Ensure team is in SCU Sport uniform for official functions, ceremonies and matches
- Ensure all athletes have signed in correctly and on time prior to competition.
- Provide reports and results to SCU Sport staff as requested. Attend any meetings called by SCU Sport staff during event.
- Act as a spokesperson for the team if approached by media and as per university media policy. If asked questions on behalf of the whole team, direct them to the University Team Manager.
- Prior to lodging any protest, notify SCU Sport staff.
- Notify SCU Sport staff on any incident that may reflect poorly on any team member, sport or the University.
- Notify SCU Sport staff on any emergencies and/or any serious player injuries and complete incident report form.
- All judiciary matters should be reported to SCU Sport staff. The UTM shall then be responsible for coordination of appearance and representation of the player/official.
- The STM has responsibility for the team on and off the field. Overall responsibility however rests with SCU Sport staff. The STM is also responsible for the discipline of the team on and off the field including whilst travelling to and from the event.

POST GAMES

- Provide SCU Sport with a report on team behaviour and performance at the event within two weeks of completion of the events.
- Ensure team has fulfilled on obligations contained with SCU participant Agreement including return of uniforms.
- Ensure athletes are informed of any post-event function.
- Return Uniforms and Equipment borrowed