

# Position Description

## Team Manager



### Overview of Duties

The Team Manager is responsible for all the off court duties such as general communications with those attending the tournament, travel arrangements to and from the event (supported by the Badminton Australia Office ), transport to and from the accommodation, coordinating provision of food and player discipline. One of the most critical functions is to effectively communicate with the players on all organisational matters, roles and responsibilities together with expectations and trip rules. The Team Manager is expected to be **“on duty”** for the full duration of the trip, day and night.

The Coach on any of the trips has all training and “on court” responsibilities. Badminton Australia promotes a “team” approach between the Coach and Manager.

### Requirements

Badminton Australia requires that Managers:

1. are responsible for the participants at all times from official assembly to final dispersal;
2. must carry out their duties to the best of their ability and conduct themselves in a appropriate manner, so as not to bring themselves, Badminton Australia or the sport into disrepute;
3. must adhere to the Code of Conduct as set down by Badminton Australia and any additional ‘duty of care’ responsibilities associated with overseas trips.

### Responsibilities

Managers are responsible for:

- Managing the team from the date of appointment until the date of discharge of the team;
- Coordinating team movements - transport to and from accommodation to the stadium, practice arrangements (as requested by coach);
- Coordinating of any deliveries and services to the team or participants;
- Arranging and supervising attendance of team members at any relevant meetings, functions, training, events;
- Maintaining communication between the coach, event organisers, other managers and players;
- Ensuring participants comply with all rules, regulations, guidelines as set down by Badminton Australia, or event organizers;
- Disseminating information on training schedules, competition schedules and results;
- Assisting the coach where required;
- Investigating incidents and discipline as/if necessary;
- Handling finances of the team if required;
- Attending briefings/workshops associated with the event;
- Providing a post event report.

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### Key Tasks

#### A. Prior to the Event

- Liaise with the National Coach and Badminton Australia office and participants regarding travel;
- Liaise with the players regarding their travel and accommodation arrangements (including room allocation);
- Ensure that the players understand the Australian Team Rules;
- Ensure the Code of Conduct is distributed and that participants and/or guardians have signed this;
- Ensure the players are aware of any player costs associated with the event;
- Arrange and ensure all transportation between the location of play and accommodation;
- Obtain from the BA Office necessary financial arrangements to meet the expenses of the team, such as accommodation and transport costs;
- Ensure an up to date **First Aid Kit** is available for participants;
- Ensure information is disseminated at regular intervals to all Team Members.

#### B. During the Event

- Ensure the participants know the rules and these are communicated and observed by the participants;
- Act as the link between the host organization of the event and the players;
- Attend any briefings and meetings;
- Be responsible for the good appearance of the team and maintenance of "best standards" on court;
- Check to ensure return travel arrangements are available, or make alternative arrangements as required;
- Act as the team contact point;
- Endeavour to meet the player's needs (where practicable);
- Maintenance of team / camp harmony;
- Arrange Team photograph as appropriate;
- Assist with taking electronic photos of the Team for publication on the website (using the BA camera);
- Enforce, if necessary, By Law 12.3 relating to removal from team of any player;
- Act as the final arbiter in all disputes and answer to the Badminton Australia CEO for any breaches of Code of Conduct by the team members;
- Act as custodian and distributor of all team funds if required.

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### C. Post Event

- Provide a report including recommendations to the CEO

### Team Manager Checklist

#### Accommodation bookings:

- address, telephone, email & fax numbers, room allocations

#### Flight bookings:

- group booking, any special meal requirements

#### Travel Insurance:

- May not be required, already covered by BA policy
- Check details of insurance policy

#### Contact and Personal Details of Participant:

- Pre-participation form / checklist, next of kin (emergency) contact, medication currently being taken, dietary requirements
- Check if any team member birthdays whilst away
- Check Player Agreement (Code of Conduct) signed
- Ongoing communication to players / parents of all the above when applicable.

#### Other:

- Team uniform, (track suit, playing gear, etc.);
- BA Credit Card – cheque/money to play accommodation / transport costs;
- If necessary letter on BA letterhead confirming selection;
- Individual entries if applicable;
- Medical supplies kit;
- Players to complete feedback questionnaire at end of trip.