

TEAM MANAGERS TASK SHEET

Objective

- To ensure all off play matters are dealt with efficiently and in a timely manner for the team managers grade of competition and provide administrative support to the coach.
- Arrange the required support staff for games to take place.
- Support the coaching staff to make sure the required administrative and support arrangements are in place so that coaches and players can concentrate on the game.

Accountability

The Team manager is accountable to Secretary and the Team

Responsibilities

- Communication- with Players/parents on behalf of the organisation and team coach and officials
- Operate in accordance with HQ's TeamQLD values and instil these values with those in your charge
- Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Committee) to ensure the efficient operation of the team
- Ensure all players are either currently registered or has an approved clearance
- Provide the Secretary/Registrar with a list of all players and keep all players lists updated as every change is made
- Check uniforms are in good order at all times and have appropriate sponsors logos attached if required
- Ensure other support staff has been appointed and are in attendance as required
- Ensure the integrity of best and fairest voting in accordance with Organisation policy

SPECIFIC TASKS

| TASK | RISK FACTOR | EXPECTED OUTCOME | WHEN |
|----------------------------------------------------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Know the rules of play | H | Ensure you clearly understand yours and your team's obligation to organisation rules and procedures. | Prior to season starting |
| Know the codes of conduct for Volunteers | H | Understands the codes of behaviour for yourself, players, parents, team supporters and the penalty and reporting processes for non-compliance. | Prior to season starting |
| Know and implement the codes of conduct/ behaviour for players | H | Report all players/parents/coaches or officials that do not comply with code &/or have non acceptable behaviour immediately or as soon as practically possible. | Always |
| Equipment safety | H | Prior to each training and game the team manager is responsible for checking the safety of all equipment that they are responsible for prior to commencing. Be vigilant to avoid the transmission of any blood, body fluid, or transfer of diseases. (Take extra care with towels, water bottles, sponges etc). | Always |

| TASK | RISK FACTOR | EXPECTED OUTCOME | WHEN |
|----------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Child Protection | H | Ensure you and your assistant's sign that they have read and understood their obligations and the organisations expectation for child protection. Ensure you and your assistant's are vigilant in implementing child safety procedures such as: (when child leaves the team to use the toilet, who can take the child on completion) | Prior to season starting |
| Communication | H | Ensure participants and/or their parents/guardians are kept up to date with the organisation and team information. Ensure you protect the player's information as this a requirement under the Privacy act. (Consider blinding email addresses when communicating) | Always |
| Players Safety | H | Be aware of the risk associated with the activities and the ever changing surrounding environment. | Always |
| Administration | H | Pre-season forms are required to be completed and signed appropriately such as: • Team details | Pre Season |
| | H | Ensure all Game administration forms required to be completed and signed such as: • Team sheets are complete, sign and give to those responsible. • Ensure all players named on team sheet in the manner required • Ensure the games statistics are tally during match. • Advise the Secretary of any player involved or required to attend a tribunal | Each Game |
| Team Support Duties | | <ul style="list-style-type: none"> • Ensure players property is collected prior to each game and safely secured during matches. • Ensure player's drinks are on hand at all times • Supports the coaches and match committee as appropriate | |
| Financial Management | H | Ensure the team's financial obligations are up to date as defined by the organisation committee. Ensure appropriate receipts/or forms are utilised to track all payments. | Prior to the Season/ Each Game |
| | H | If players are struggling to meet their obligations the team manager is required to bring this to the attention of the appropriate organisation representative. | Always |
| | | | |

| KEY RISKS | |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Environmental Risks | <ul style="list-style-type: none"> • Know where the potentially high risk areas are around your player's environment (toilets, car parks, and bush) and ensure players are aware of the safety rules and potential risk associated with each high risk area/s and what is required to leave the group during training or competition. • Remember player safety should be paramount during the decision making process. • In extreme conditions - increase players fluid intake, assist players to cool down appropriately, know what can be done to decrease or increase core temperature. • Inform the coach if environmental risks occur or are having an impact. |
| To Players Safety occurs when | <ul style="list-style-type: none"> • you do not know the rules and you don't implement common sense when carrying out your duties as team manager - Be aware of the changes in the surrounding environment - <u>most risk occurs due to complacency.</u> • you are not vigilant to avoid the transmission of any blood, body fluid, or diseases. (Take extra care with towels, water bottles, sponges & all shared equipment), • you don't know how and what unacceptable personal contact is and • unacceptable personal contact occurs it is not dealt with immediately or reported appropriately. One of your key roles is to Protect participants in your charge • you don't ensure participants are not harassed or bullied by any person on or off the field of play. • you don't ensure parents understand their obligations to the sport, the organisation and participants. |
| Over diligent parents | <ul style="list-style-type: none"> • The greatest risk to junior participation is overbearing parents. <p>The parents' code of conduct and HQ TeamQLD values are designed to avoid such situations. Please report any such known or expected breaches immediately and in the manner required by the Committee/Board.</p> |

Sign Off

*'On commencement of my duties it is taken that I have agreed to deliver the expectations of the position and uphold the vision, values, goals and policies of the organisation. I **accept** that if I am unable to complete my responsibilities I **will vacate** the position immediately, and/or acknowledge the organisation will have the right to declare the position vacant*