



# PISTOL AUSTRALIA INC.

## TEAM MANAGER'S RESPONSIBILITIES

### INTRODUCTION

The position of Team Manager to a Pistol Australia team is to be approached with pride and dedication. It is important in that the conduct of the team and its members is a reflection on both Pistol Australia and the Australian nation.

It is the role of the Team Manager to organise and coordinate all aspects of the team from the moment of appointment until completion of the post tour report. The Manager must liaise between Pistol Australia, the event organising committee and the team, and where applicable, lead the team to meet all protocol responsibilities whilst on tour. The conduct of a successful tour will depend on the Team Manager's ability to plan and manage administrative and organising activities for the team.

### DUTY OF CARE

All team officials must take reasonable care to avoid acts or omissions, which you can reasonably foresee would be likely to injure i.e. the team members who are under your charge. You are expected to take all responsible steps to avoid any event that may cause injury to any such persons.

*Greg Walker Legal Liabilities of Coaches reprinted p46-51 in On Tour; a handbook for officials of international sporting teams. Australian Sports Commission, 1996.*

### DUTIES

The Team Manager will be required to manage the best interests of the team within the broader parameters of the best interest of Pistol Australia and in accordance with any direction and criteria as laid down by PISTOL AUSTRALIA (PA). The Manager will be the primary point of contact between the team and PA. This will require ongoing communication between the Team Manager and any other support staff.

The Team Manager's duties will include, but not be limited to the following:

#### A. IN AUSTRALIA

- Verify that selections have been correctly carried out and team members have been notified.
- Ensure that the TEAM MEMBER'S AGREEMENT is distributed, completed and returned to PA (at least 14 days prior to departure).
- Ensure that all team members have been issued with ID Numbers (in the case of ISSF)
- Verify that correct entry details have been submitted.
- Verify that contact details for each team member are kept current.
- Compile and record firearm details for all team members and organise export/import forms and visas where necessary.

- Verify that team members have organised all of their equipment, permits and uniforms.
- Ensure that all competition and training dates are known by the team members.
- Liaise with Pistol Australia to determine the appropriate travel times incorporating any domestic arrangements prior to competition
- Together with Pistol Australia, arrange transport, including any domestic sectors that may be required and travel insurance. The Team Manager will also be responsible for organising any transit permits that may be required by the airline.
- Together with Pistol Australia , arrange accommodation requirements and payment of accounts. All team members should be advised of contact phone/fax/address details whilst overseas, as soon as practicable.
- Together with Pistol Australia , arrange any required local transport
- Liaise with Pistol Australia to ascertain any needs of the individuals or the team as a whole.
- Inform team members of all arrangements and requirements including match schedules, doping policies, regulation and penalties.
- Attend meetings of Managers as required/expected.
- Determine rooming list.
- Maintain communication and provide information to the PA Office on ALL matters.

## **B. AT COMPETITION**

- Liaise with the organising committee, general team management (if any), confirm entries, arrange and publicise transport schedules.
- Attend any technical or other meetings.
- Allocate responsibilities for supporting athletes during training and competition, as necessary.
- Conduct regular team meetings.
- Liaise with relevant staff regarding the form and conduct of the athletes and take any measures necessary to maximise the team's performance.
- Provide the PA Office with daily results, by facsimile, e-mail or telephone.
- Ensure that a high standard of individual and team behaviour is maintained at all times.
- Perform a team management/support role and not that of a competitor.

## **C. ON RETURN**

Provide a detailed report to PA. This should include (at least) financial statements, a full set of results, pre-departure preparation, travel arrangements, accommodation, uniform suitability, team administration, competition and training venues, team performance, any incidents of individual behaviour, and recommendations for improvements in management and organisation, especially in those aspects where team performances can be enhanced.

## **D. GENERAL**

The Manager will be responsible for managing all aspects of the team's budget and finances. At the conclusion of the trip, apart from the report, you will be required to provide a balance sheet setting out the costs incurred, known and unknown. The receipts obtained will be needed to verify expenditure.

- Ensure the smooth conduct of the tours by directly taking on responsibility for all administrative tasks.
- Inform the Team Members and appropriate officials at PA of the team's activities.
- Represent the team and PA with the media.
- Maintain the discipline and behaviour of the team at all times when they are representing Australia in any activity.
- Attend meetings organised by PA of all national team managers, and other meetings with relevant personnel as required.
- In general, the Manager will be required to be present for the full duration of all team activities. This includes travel to and from international events. Any alternative arrangements to this require prior consideration and/or approval from PA Management.

### **Manager's Expenses**

Pistol Australia will pay all reasonable expenses incurred when the Manager is involved with approved team activities. This includes documented phone calls, travel, accommodation and meal expenses.