



## TEAM MANAGER ROLE & RESPONSIBILITIES

Date endorsed: February 2015

### RESPONSIBILITIES

Team Managers (and Coaches) are the only people with delegated authority from the WPSA Board. You have sole responsibility for the team and final say from the time of departure in Adelaide until the time the team lands back in Adelaide.

All player whereabouts are to be known at all times.

- Read, understand and sign - WPSA Coach/Managers Code of Conduct

### ROLE OF MANAGER

#### Championship Preparation

In consultation with the Coach and WPSA Operations Officer:

- Advise selected team members as follows:

- Confirm date and venue for the Tournament/Competition.
- Confirm the team been registered by WPSA.
- Liaise with State Team Co-ordinator regarding Flights/Accommodation/Car Hire/Uniform Requirements etc.
- Confirm accommodation details and configuration of rooms (for assigning roommates) with State Team Co-ordinator
- Obtain contact details for all athletes and their parents
- Confirm the correct spelling of each team member's name
- Confirm correct names and spelling for team sheet to be sent to WPAL.
- Complete STATE TEAM INFORMATION BOOKLET with relevant information – re tournament dates, flights, accommodation etc
- Distribute Information Booklet and associated attachments to all players
  - Selection Consent Form
  - Medical Information Form
  - Player's Code of Conduct
  - Uniform Items Information
  - Uniform Order Form



# Water Polo

SOUTH AUSTRALIA

- Collect signed forms and collate uniform orders from players
- Provide uniform order information to the State Team Co-ordinator in a timely manner, to make sure they are received in sufficient time.
- Provide player cap numbers and names to Water Polo Australia by the appropriate date.
- Is a Referee being sent? Check with WPSA if they will be travelling with you.
- Provide WPSA with your Driving Licence details incl expiry date & your date of birth (unless previously provided)
- Be sure athletes are aware of ASADA requirements re anti-doping and that they have correct exemption forms in place where needed.
- Advise parents re spending/food money
- Be sure athletes and their parents have read and understand the Code of Conduct and consequences for non-compliance
- Arrange to pick up the team caps/ balls/ball bag and first aid kit from WPSA.
- Find out venue and time of coach/manager's pre-comp meeting, plan route from accommodations
- If summer/outdoor comp, advise athletes re tournament-acceptable sunscreen to pack

## Prior to Departure

- Obtain player agreement and medical forms prior to departure.
- Obtain cheque for accommodation and bus hire including refundable bond (if required.)

## Make Sure you take with you:

- Driver's license
- First aid kit, nail clippers and emery board and ice pack
- Airline tickets
- Accommodation booking details
- Bus hire booking details
- Cheques for accommodation and bus hire (if required).
- Championship program with address of pool and game/training times
- Be sure the athletes bring photo ID to the airport
- Do you have the Fuel card for buying petrol?



- Have you collected photo \$ from parents?
- Have you organized room-mates?
- Advise athletes to pack their bathers in their carry-on bag in case of lost luggage
- Be sure you have mobile numbers for all athletes entered into your phone
- Decide on meal plan / prep method
- Girls team managers may want to pack extra swim caps and hair ties
- Be sure you have the correct number of hats, the balls
- Decide protocol for care of ball/hats during the comp

### On Arrival

- Collect and pay (if required) for bus hire on arrival. Manager/additional driver to drive bus at all times.
- Pay for accommodation on arrival (if required).

### At the Championships

- Attend information session for team coaches and managers prior to the first game.
- Maintain team discipline, welfare, food, rest and fun. Ensure players attend team meetings, training and games.
- Attend coach/manager's meeting the night before the comp
- Check the program for correct names, caps numbers and spelling
- Find out when team photos are scheduled
- Collect pre-ordered t-shirts
- Pre-game: check the game sheet for correct names 30 minutes before game
- Be sure all the caps and balls make it back with you after each game

### After the Championship

- See the Team back to Adelaide
- Return caps and balls to WPSA
- Submit Team Managers report to Water Polo South Australia within one month of the championship.