

Team Managers Job Description

Key Objectives

The Team Manager handles the managerial tasks of the team to help ensure an orderly and efficient operation of the team that enables a performance of the highest possible quality. The Manager and Coach are expected to equally share the responsibilities of Team Management for mutual support and to ensure a co-ordinate deliverance of team management. Where a Technical Official is attached to the team, then the Manager, Coach & Technical Official shall be the Management Team, with the Manager as the team Convenor.

Appointment Criteria

- Assessed to have the relevant organisational, management and people skills
- Available to travel to the tournament & attend all training sessions
- Ability to prepare newsletters and relevant correspondence

Nominations

Nominations and expressions of interest are to be submitted to Mainland Badminton each year. Additionally, the selectors/coaches/Association Management Committees may approach anyone who, in their opinion, will perform the team management role competently.

Appointment

Appointment of team managers is the responsibility of Mainland Badminton, and shall be made at the Annual General Meeting or if insufficient nominations are received by the due date, then the Mainland Management Committee shall appoint. Team Managers are to be appointed, preferably, by the time of the naming of the Team or as soon as possible afterwards.

Commitment

Approximately 3 training weekends are held between November – April
The competition involves from 3 to 12 days depending on the venue.

Gender Mix

It is highly desirable that there be a gender mix between coach/manager for each team. Where this is not practical or the best solution, a travelling parent of the appropriate gender must be nominated and available to the team members to deal with personal issues.

Finance

The Manager's costs of the following are to be equalized across all team players.

- All travel accommodation and food expenses for training weekend and tournament.
- Taxes and insurance (for travel to Australia)
- Where possible grant applications will be made to cover these expenses.

All other expenses are the responsibility of the Manager.

Tournament Planning

- Receive briefing/information from the Mainland Management Committee
- Confirm travel and accommodation (includes daily travel during the event)
- Confirm uniform sizing and order
- Identify accompanying parents
- Confirm helpers and responsibilities (meals, laundry, etc.)
- Establish costs and fix a budget, set a schedule of payment, advise all parents
NB Budget to include all coach manager and Technical official (if appropriate) expenses
- Complete and submit team and individual entry
- Hand out Code of Conduct forms and collect the returns
- Inform players of the Drug Policy and collect any associated data
- Collect information from the players re health, food likes/dislikes, etc.
- Plan funds availability during the tournament
- Plan menus
- Ensure passports are obtained/current
- Issue regular notices to players and parents
- Ensure all players have completed the current Therapeutic Use Exemptions Application Form available from the following link

https://secure.zeald.com/site/drugfreesport-redesign/files//DFSNZ_TUE_Form.pdf

Training Days/Weekends

- book venue
- arrange meals and accommodation
- co-ordinate transport
- set fees and collect payments

Championship/Tournament

- Attend Managers briefing at the start of the event
- Receive the information pack for next year's tournament
- Prepare team lists and lodge within set time-frames ahead of each Tie
- Organise team meetings/briefings
- Liaise with the team Technical Official re umpiring/line judges. If no Technical Official accompanies the team, then prepare a list of umpiring/linesperson duties.
- Collect and complete Tie and match sheets and shuttle allocations before each Tie
- Complete results during the Tie
- Locate tournament referee to verify results and lodge with the tournament officials
- Collect shuttles at the end of the Tie
- Organise transport of players to/from the venue
- Manage funds according to the budget
- Support players and coach (and Technical Official if appointed)
- Keep records of the tournament

After Tournament

- Conduct debriefing session with the coach and give a written report to Mainland Badminton.
- Balance funds used and report to the treasurer
- Transfer any information pack for the next year to the Mainland Executive Committee