



Team Manager's Role and Handbook

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TEAM MANAGER'S ROLE

The general duties of the JUDO ACT appointed Team Manager are outlined within this handbook.

The Team Manager is empowered by JUDO ACT to make the necessary arrangements for the smooth operation of State appointed Judo Teams.

The overall intent of these guidelines is to highlight the expected high level of commitment required from an appointed manager.

PREPARATIONS

The Team Manager must ensure the following are organised prior to the ACT team's departure:

- **Entry Forms**
Must fill in the entry form and enter the team on time.
- **Communication to athletes and coaches**
Inform the Athlete of their selection, itinerary of the trip, travel details and costs to be incurred and date of payment.
- **Budget and forecast for expected costs**
Prepare a budget for the expected costs, forecasting what areas will be the cost to athletes and participants. Identify payments which are due and ensure that the President is made aware of these costs.
- **Bank money received to the JUDO ACT account and present a financial report of the monies received against the budget forecast.**
- **Booking Accommodation and Travel**
If the team is staying in appointed team accommodation, research and book suitable accommodation in the State visited. If appropriate, research and make necessary transport arrangements for the team.
- **In conjunction with coaches, organise where necessary, training venues and training sessions.**
- **Contact Details**
Before departure the manager will provide contact details, travel information and the itinerary for the duration of the tour for the JUDO ACT team to all participants (including athletes, coaches, medical staff etc).
- **Expenses**
The President should be consulted, and approval sought for suitable expenditure during the trip.



TEAM AND INDIVIDUAL CONDUCT

- The Team Manager is the official leader of the team and is required to represent the Team where necessary.
- The Team Manager's conduct and behaviour as the official leader of the team is very important. They should lead the team appropriately and instil the code of ethics within the team.
- An "Athlete Agreement" and "Code of Ethics" is included at Appendix 6 of these guidelines and it is necessary for athletes to sign them prior to the team's departure.
- The relevant Team Uniform (as decided) shall be worn as directed by the Team Manager.
- The Team Manager at his/her discretion may appoint a Chaperone.

TRAVEL/ACCOMMODATION/TRAINING

- Ticketing
If appropriate, the Team Manager is responsible for all ticketing arrangements for selected athletes. Every effort should be made to obtain competitive prices.
- Travel Insurance
Where appropriate, the Team Manager is to ensure that all members of the team including athletes and officials have travel insurance.
- Ground Transport
As stated earlier, the Team Manager, where appropriate, is to ensure there is adequate provision made to transport the Team when on the trip.
- Meals
The Team Manager is to ensure athletes know in advance which meals and the number of meals that will or will not be provided.
- Training
In association with the coach(es), the manager must make arrangements for the training facilities, including scales and where appropriate sauna and transport to and from the training venues.
- Accommodation
Where appropriate, the manager must research and book accommodation for the team.

TEAM INFORMATION

The Team Manager must inform all the Team Members as early as possible of the following:

- Travel itineraries – a detailed itinerary with arrival and departure dates, training and competition details, sightseeing etc.
- Information of airlines and ground transport.



- Accommodation sites – address, phone numbers of all accommodation.
- Medical form as attached to be carried by the Team Manager at all times.
- Team Acceptance Form – which includes the following:
 - Address
 - Telephone numbers day and night
 - Mobile No.
 - Email Address
 - Next of kin name and contact details.
- Team tracksuit Form – if required.

TOURNAMENT PARTICIPATION

The Competition Schedule should be carefully studied upon The Team Manager's appointment and it is essential that he/she refer to this when making bookings for flights, accommodation and pre-competition training. These details should be communicated to the appointed coach(es) and selected athletes.

INJURIES

In the event of illness or injuries to members of the appointed team it will be necessary to arrange to have the person treated by competent personnel. The Injury Report form must be completed by the Team Member and either the Manager or Coach.

REPORTING

Results are to be provided to JUDO ACT.

A complete report should be furnished to JUDO ACT within 14 days of the trip. The report must cover the following subsections:

1. Report Overview
2. Financial Statement
3. Details of travel, accommodation, competitions and training
4. Results of the competition
5. Individual results of each ACT competitor
6. Injuries and illnesses
7. Behaviour of the athletes and officials
8. Conclusion and recommendations
9. Appendix 2 – athlete manager feedback forms



RECONCILIATION – Finance

Within 14 days of the trip, managers must provide:

- reconciled monies.
- claims of reimbursement must be lodged to the President with substantiation – all expenses must be pre-approved.

MEDICAL

- Ensure all athletes have declared any prescription drugs they may be taking.
- Document all medications athletes are taking.

CONDITIONS OF APPOINTMENT

- Team Managers are appointed under the proviso that they accept the responsibilities contained within this Duty Statement.
- Team Managers must report regularly to the JUDO ACT President.
- It is also reasonable to expect that additional duties will be required of the Team Manager from time to time.

FUNDING

- Upon appointment the Team will have clarified with the President the level of funds for the trip.
- All expenses of a personal nature, including insurance, incurred by the manager will be the Manager's own responsibility regardless of the level of funding available.

DUTY SUMMARY OF TEAM MANAGER

The duties of the appointed Manager for the ACT team shall be:

1. To complete the entry forms and submit them by the due date.
2. To arrange an official uniform if approved by JUDO ACT.
3. Where appropriate, be responsible for all travel arrangements for the team, in conjunction with the President.
4. If appropriate, be responsible for all accommodation required by the team and its members from the time of assembly until the time of dispersal – this is to be done in conjunction with the President.
5. To act as the sole spokesperson for the team, noting that the Manager shall have no right to speak for JUDO ACT on any matter not connected with the tournament in which the team is engaged except with the express authority of the President.
6. To be responsible for the discipline of the team.



7. To know the rules of the tournament in which the team is taking part and ensure that the team is aware of the rules that concern them.
8. To arrange for appropriate practice sessions as required by the Coach(es) and to arrange local transport if necessary.
9. To undertake all necessary correspondence between, the Coaches and team members.
10. To account for all monies received on behalf of JUDO ACT and provide a financial statement.
11. To provide a written report within 14 days of the trip on all matters concerning the team, - as set out in the reporting section of this document.

SANCTIONS

- Disciplinary action should be envisaged by the JUDO ACT Constitution.



APPENDICES

- Appendix 1 Official's Agreement
- Appendix 2 Performance of the Manager Indicators
- Appendix 3 Player Assessment Survey
- Appendix 4 Medical Information Form
- Appendix 5 Team tracksuit Form
- Appendix 6 Athlete's Agreement – to be developed



APPENDIX 1 - OFFICIAL'S AGREEMENT

I, the undersigned, agree

to HEREBY:

- a) Agree to be bound by and comply with the Rules and by-laws of JUDO ACT and the rules of this Handbook.
- b) Agree to undertake to comply, with each, and all the lawful and reasonable directions given by JUDO ACT
- c) Agree to travel to and depart from the trip upon the dates and in the manner determined or approved by the President.
- d) Agree to reside in accommodation as reasonably determined by the President.

I acknowledge that JUDO ACT may have entered into agreements for the commercial sponsorship of, and the provision of supplies to the Team and agree to assist and cooperate with the reasonable requirements of the State and its sponsors so that the State sponsors and/or suppliers may maximise their promotional benefits;

DATED this _____ day of _____ 20 _____



APPENDIX 2 -- PERFORMANCE OF THE MANAGER INDICATORS

Proven attention to detail especially in regard to travel planning and preparation.

1	2	3	4	5	6	7	8	9	10
POOR									EXCELLENT

Proven written and verbal communications skills.

1	2	3	4	5	6	7	8	9	10
POOR									EXCELLENT

Proven responsiveness to player needs and queries.

1	2	3	4	5	6	7	8	9	10
POOR									EXCELLENT

Demonstrated sound, logical and autonomous decision making even under pressure.

1	2	3	4	5	6	7	8	9	10
POOR									EXCELLENT

Prompt and accurate reports and submissions to the President.

1	2	3	4	5	6	7	8	9	10
POOR									EXCELLENT

Provision of all financial detail including, Budget, Actuals and full report on acquittal of funds.

The President and the Treasurer of JUDO ACT are to assess The Manager within 30 days after the end of each trip. This assessment is to be based upon the above Indicators.



APPENDIX 3 - PLAYER ASSESSMENT SURVEY

PLAYER ASSESSMENT SURVEY

To assist JUDO ACT to monitor the performance of the Team Manager you are asked to complete this questionnaire in relation to your event.

Please circle the rating you believe most accurately assesses your perception of the Team Manager’s performance in the area under question:

Team Manager: _____

Event: _____

Date(s): _____

	lowest 1; highest 5 (circle)				
1. Travel planning and preparation	1	2	3	4	5
2. Information relating to the trip	1	2	3	4	5
3. Response to your needs or queries	1	2	3	4	5
4. Decision making ability	1	2	3	4	5
5. Enthusiastic and energetic approach to the role and duties of Team Manager	1	2	3	4	5
6. Knowledge of tournament rules and regulations	1	2	3	4	5
7. Did the Team Manager set a good example for athletes by his/her behaviour and manners	1	2	3	4	5
8. Was the Team Manager a good ambassador representing the State Team)	1	2	3	4	5

GENERAL COMMENTS:

PRINT NAME

(Note: to insert name is not requested)

Please return your completed PLAYER ASSESSMENT SURVEY with any further comment you may wish to add, to PO BOX 200, MAWSON ACT 2606

NOTE: ALL REPLIES ARE STRICTLY CONFIDENTIAL.



APPENDIX 4 - MEDICAL INFORMATION FORM

NAME.....AGE.....SEX.....

OF.....

(insert full residential address)

NAME of next of kin or person to notify in case of an accident:

ADDRESS OF SAME.....

.....

TELE. NO'S OF ABOVE: A/H (.....).....B/H (.....).....

e-mail.....

ARE YOU ALLERGIC TO ANY MEDICATION OR ANAESTHETIC?.....

IF SO STATE WHICH.....

DO YOU TAKE ANY MEDICATION ON A PERMANENT OR SUB-PERMANENT BASIS ?.....

IF SO STATE NAME OF MEDICATION AND DOSAGE.....

I.....give my permission for.....

(insert your name) (insert their name)

to sign the consent form authorising the administration for any medication, anaesthetic or operation in the event of being in an accident or injured from until and while

(insert start of tour date) (insert end of tour date) accepting that all care will be exercised. Neither the team official nor JUDO ACT will be held responsible in this event.



NAME.....WITNESS NAME.....

WITNESSED BY.....WITNESS ADDRESS.....

DATE.....

If you are under the age of eighteen years a parent or guardian must sign.

Parent/guardian signature.....

NAME.....ADDRESS.....

.....POST CODE.....

WITNESS SIGNATURE.....

WITNESS NAME.....ADDRESS.....

.....POST CODE.....DATE.....

PLEASE ENSURE THAT THE PERSON NOMINATED TO SIGN THE CONSENT FORM WILL BE TRAVELLING WITH YOU AT ALL STAGES OF THE TOUR. IN MOST INSTANCES IT IS PREFERABLE

THAT YOU INSERT THE MANAGER'S NAME.



Appendix - 5 TEAM TRACKSUIT FORM

I.....

As a member of the State Team,.....

(insert name and year of Championships)

accept that I am required to wear the official Team tracksuit and that I am responsible for the payment of same.

My measurements are: (DO NOT ALLOW ANY EXTRA, GIVE SKIN MEASUREMENTS ONLY)

CHEST

WAIST.....

NECK TO WRISTMeasure with the arm extended sideways

THIGHMeasure the largest area

WAIST TO ANKLE.....

.....

I enclose payment of \$.....by bank transfer, cheque/money order payable to JUDO ACT.

(circle that which is applicable)

THIS FORM TO BE SENT TO:

.....

(Insert Manager's Name

.....

(Insert Manager's address)

.....