



## **TEAM MANAGER'S INSTRUCTION MANUAL**

### **Introduction**

The role of Team Manager (TM) for Archery Western Australian (AWA) State Archery Team is to ensure the safety and welfare of our state's selected archers (some of whom may be under the age of 18 years) and to maintain an incident free competitive environment at the managed event. It is the responsibility of the Team Manager to co-ordinate and organize the travel arrangements, transport and accommodation of the State Team to National or nominated events. The Team Manager is required to have good knowledge of the rules of archery. They may be called upon to contest any issues or complaints placed upon an AWA team member. The manager may also have the need to raise and register a complaint regarding any other incidents that may occur. This instruction manual is to assist the TM to carry out the duties required in the management of the team to compete at the nominated championships.

There are 3 stages of planning and movement of the team:

- 1) pre event;
- 2) actual event; and
- 3) post event.

The manager will be recompensed for airfare, accommodation and a set amount for meals. This amount is determined and reviewed periodically by the Archery WA Council. The Team Manager will receive re-imburement for airfares, meals and accommodation prior to leaving for any AWA sanctioned event. However, the manager must undertake all tasks required or they will need to reimburse AWA as determined by the AWA Council. The check lists must be completed and sent to AWA at the appropriate times (pre-event and after the event). The TM must supply AWA with all receipts, refunds and documentation on return.

### **1) Pre-Event**

#### **Team Selection and Support Group**

It is the duty of the State Selection Committee to select a team to represent AWA. When the team has been chosen, the individuals must indicate clearly that they are able to attend the event and meet the personal costs at their own expense. Following Team Selection, the TM shall organise a contact list which includes all team members & assistants. Mobile phone numbers and email addresses.

A Support Group is also desirable for administration back up. The support group may include an Assistant Team Manager (ATM) and the State Coach. This group can also include adults or parents accompanying their children. Utilize this group as additional support when and where the need arises for they have been found in the past, only too happy to assist. A good working relationship with the State Coach is required.

## **Team Meetings**

After team selection, the Team Manager will organize and conduct a Team Meeting so members (and in the event of juniors, the parents also) can meet and raise any questions. It will also give the TM an opportunity to draft assistance from parents. The Team meeting can be an informal 'fun get together' and it is recommended that at least one team building event be held prior to departure. Obtain information on any special Medical requirements of team members. Prior to departure, it is necessary to communicate regularly with the team.

## **Transport of the Team and Support Group**

Mode of transport for the duration of the event should be selected on distance, numbers and cost per person.

## **Hire Vehicles**

Evaluate the need to have use of a hire or loan vehicle and advise team members they will be required to contribute. AWA does not recompense for vehicle hire. Ensure that when selecting the mode of transport for movement to accommodation and the daily to and from the range, consider the added accompanying luggage of archery gear. Should any member of the supporting group be licensed to drive a bus or people mover type vehicle then hire this as the mode of transport as it resolves all the requirements needed by the entire team and support group.

## **Accommodation**

It is often desirable to book accommodation that has family cooking arrangements as dietary requirements must be considered. This also includes religious needs, selected foods due to medical requirements, and good sound family type meals. Monitor the individual intake of junk foods in the Youth Team.

When catering for snacks during the shooting phase provide high energy and palatable items, plus dried and fresh fruit. Each archer should be encouraged to take a fresh snack pack to carry with them at the start of each day.

When arranging the final booking and before confirmation, consider the free time available to the Team Members after that day's event. Establish with the accommodation agent the type of amenities available to the residents.

- a) Swimming;
- b) Tennis;
- c) BBQ; and
- d) In house movies etc.

Advise the team members so they may plan for their own relaxation periods.

Ideally, all team members should be accommodated at the same venue.

Advise team members as far in advance as possible, the cost they will be required to meet, for the accommodation. Advise them that costs have been calculated on team numbers and may be subject to change due to withdrawals or illness.

Give non team members from AWA that may be competing, the opportunity to stay at the same venue.

## **2) Actual Event**

### **Arrival**

If not travelling in one group, obtain arrival information for team members and arrange pickup from the airport. Check luggage and gear for damage prior to leaving the airport. Report any damage if required.

Escort the group to their planned accommodation

Check into accommodation and attend any matters team members may have.

Arrange pick up point and time for travel to the competition venue.

### **Movement to the Competition Venue**

On the day prior to 1st day of transport, organize pick up time and assembly point.

Team Manager is required to take the following:

Medical kit;

State flag (First day only)

### **Administration at the Competition Venue**

- Establish catering options for the team for the duration of the meet;
- Pass to the event organizers the State Flag for display/flying during the entire tournament;
- Set up central "base camp". Keep the team's first aid kit, water, tool kit and any other items required throughout the day. Advise team members, parents etc of the location of base camp;
- Seek any medical needs of the team members and have them attended to by the on site Medical First Aid Group if required;
- Provide the event organizers with an up to date written list of competitors and team official's names and roles. This list should include all mobile phone numbers. Should an archer be using medical prescription drugs, then this must also be made available to the event organizers for ratification by the relevant judges. The Organising Committee will give the Team Officials ID badges to enable access to areas on the field, not obtainable by spectators;
- If required to leave the site the Team Manager will arrange with the Assistant manager to assume TM duties in their absence;
- Attend Officials & Team Managers Meeting and then organize team meeting to review matters discussed in Managers and Officials meeting. Include all archers from WA. This information meeting should be for all attending and not restricted to team members;
- If required, arrange the midday meal to be collected, checked for correct and full order contents, and dropped off at a predetermined place. Have adequate cool drinking water available for all the team members to recharge their own drinking container;
- At the end of each day's activity arrange all members to assemble at a pick up point and those detailed, to collect all miscellaneous items for the return journey to the accommodation;
- If required, nominate a meeting time and place to assemble at the accommodation for a revision of the day's activities and for any follow up action by the state coach / TM; and
- Uniform laundry must be managed during the down time for re use on the following day.

## **3) Post Event**

### **Debrief of Team Members and Support Group**

At the completion of the overall event arrange a meeting of all team members and support group for a final discussion of the activities past. Any items of note should be referred to relevant parties.

## **Final Administration and Documentation**

- Pick up all score sheets from the event organizers for passing to the state's Recorder (AWA) upon return to WA;
- Consolidate the entire tournament cost, less entrance fees and distribute printed, to all team members and support group. Await, say 5 working days, for any questions arising, and return/distribute evenly surplus monies and or commence recovery of any outstanding debts. Ensure AWA is included in all the document distribution, for their viewing and or comments only;
- At this stage AWA should not make contact with any team member or support group should a dispute arise but await the TM request for their assistance to adjudicate this dispute. Where a dispute has arisen, and the parties cannot resolve, the TM shall pass over all cash receipts and supporting documents for AWA's elected investigating team. AWA's resolution shall be final and AWA shall commence full restitution of any outstanding funds from the party or to the parties concerned;
- The TM is to arrange the booking of accommodation for the next year's Nationals, should they be interstate. Deposit to secure the accommodation if required, is paid by AWA;
- Provide a written report to AWA of the National Tournament. Report should include feedback on accommodation for future reference, results, and any other issues.

If in doubt, seek guidance from former Team Managers. They are only too happy to share information.

The following checklist is a guide to assist in the organization of the duties required. Tasks do not need to be undertaken in strict order but will need to be completed.

Attachments:

- Annex A – Pre Tournament Checklist
- Annex B – Event Checklist
- Annex C - Post Tournament Checklist

# Annex "A"

## TEAM MANAGERS CHECKLIST

### PRE TOURNAMENT

Task Number	Task/Duty	Tick when Completed
1	Appointment of Team Manager	
2	Request Team Managers Instructional Manual	
3	Obtain List of team Members from Selection Committee	
4	Arrange Meeting with team Members (& parents)	
5	Establish Parental support and Medical Issues	
6	Establish Accommodation Costs	
7	Confirm Accommodation (booked by former TM)	
8	Investigate modes of Transport	
9	Establish Transport Costs	
10	Investigate flight times and cost	
11	Arrange uniforms for team members & officials	
12	Hold team meeting to convey all costs	
13	Decide on flight days & Times at meeting	
14	Book Transport	
15	Book Return flights (for TM and others if required)	
16	Draft Room Allocations	
17	Advise other AWA members of available rooms (and costs or place that team is staying)	
18	Distribute in writing all costs to team members and AWA	
19	Issue Receipt for all monies collected	
20	Maintain detailed financial records	
21	Distribute uniforms if not already done	
22	Collect Flag and 1st Aid kit form Centre	
23	Maintain communications to team members, parents, Archery WA and the relevant Organising Committee	

# Annex "B"

## TEAM MANAGERS CHECKLIST

### DURING TOURNAMENT

Task Number	Task/Duty	Tick when Completed
1	Organise Transport to accommodation	
2	Move team to accommodation and settle in	
3	Deal with any accommodation issues	
4	Purchase groceries if required	
5	Meet team members as they arrive at airport or by other means	
6	Transport Team and equipment to and from tournament daily	
7	Set up WA meeting place at venue	
8	Provide Organising Committee with WA Flag	
9	Provide Organising Committee current team list	
10	Attend Team Managers Meeting	
11	Pass on info from the meeting to team members, other archers and any other parties from WA that you think may need the information	
12	Organise lunches if required	
13	Attend teams needs whilst competing	
14	Keep Team notified of events or changes to schedule	
15	Ensure adequate shade and hydration supplied	
16	Maintain any financial records (i.e. lunch orders)	
17	TM or appointed help, to be on hand for the duration of the tournament	
18	Have Team meetings at the end of the day to discuss any issues	
19	Collect scoresheets to pass to WA Recorder	
20	Organise End of Tournament Dinner transport for those attending	
21	Collect payment for accommodation and transport	

# Annex "C"

## TEAM MANAGERS CHECKLIST

### POST TOURNAMENT

Task Number	Task/Duty	Tick when Completed
1	Confirm departure with Team, Accommodation and airlines	
2	Pay Accommodation	
3	Check hire vehicles for any damage and clean	
4	Check condition of accommodation prior to Vacating	
5	Check for items left behind	
6	Confirm numbers travelling to airport	
7	Confirm those not travelling back to WA have the proper consent	
8	Confirm those from item 7 are accompanied by suitable adult	
9	Return to airport and return hire vehicle (with full fuel tank)	
10	Do not leave any junior team members unattended	
11	Do not leave Snr members unattended if not appropriate	
12	Provide full accounting to AWA, Team members and parents	
13	Lodge Expenses claim with AWA if required	
14	Provide AWA written report and copy of checklists	
15	Give scoresheets to WA Recorder	
16	If required, write letters of thank you to assisting parents	
17	Return flag and first aid kit to Archery Centre	
18	Book accommodation for following year	