


# The Role of a Team Manager





*The Team Manager is a vital position for Centres at major competitions to ensure all athletes and families have a positive experience. Their primary responsibility is to be the point of contact for the competition organisers and officials, as well as the athletes and parents leading up to and during the competition.*

*The information within this booklet is intended as a guide for those taking on the Team Manager role.*

*Your Centre may also have additional duties assigned to, or information relevant to the Centre's Team Manager's role. It is advisable to speak with your Centre Committee to check if this is the case.*

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## The TEAM MANAGER

Ideally a Team Manager should be:

- Familiar with the rules of competition
- Familiar with the LAQ Policies e.g. Centre Uniform Rules
- Confident and familiar with communicating with athletes and parents
- Able to prompt or delegate fellow Centre members to assist in the Team Manager role or to volunteer their assistance on the arena
- A Blue Card holder



### *Rule 8 (Officials Handbook)*

1. The Team Manager shall not be a Competition Official.
2. Each competing Centre shall designate one or more person(s) to be their Team Manager at an Association Competition where Centre athletes have been nominated, using the prescribed process.
3. The Team Manager(s) must be present at the arena, before the commencement of and during events in which the Centre's athletes are competing and be responsible for:
  - a) Ensuring that all competing Centre athletes at Association Competitions are aware of the event times, as well as the Call Time for their respective events.
  - b) Ensuring that all athletes report to the Call Room / event areas once they have been called.
  - c) Advising the relative Call Room Judge(s) and Chief Recorder if an athlete withdraws from any events.
  - d) Ensuring that all athletes are correctly attired in the Centre uniform before being marshaled for events.
4. Act on behalf of the Centre in matters forthcoming to the Centre i.e. Protests, Jury of Appeal. The Team Manager is the **ONLY** person who can lodge a protest on behalf of a Centre athlete.




### *Rule 9.1 (Comp Handbook)*

1. Protests may only be lodged at the Combined Event Championships, the State Relays & State Championships, the Regional Relays & Regional Championships, and the Winter Carnival.
2. No person other than the Team Manager as the representative so nominated by the Centre shall be entitled to query decisions, or lodge protests or appeals.
- 3 Any Centre failing to comply with this rule will forfeit the right to protest or appeal. **Team Managers** names MUST be signed in with the Regional Competition Coordinator (Regional Competitions) / Information area (Association Competitions) per the prescribed manner.

### *Quick Protests Points*

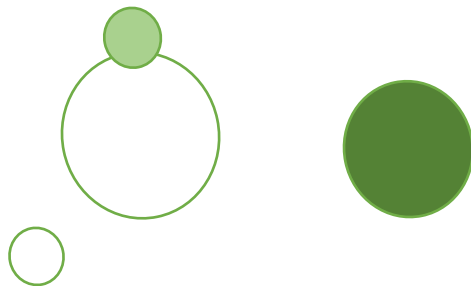
- Protests (verbal) must be made within 15 minutes of the event finishing
- \$55 is paid when verbal protest is reported
- The written protest must be lodged on the prescribed form within 30 minutes of the event finishing
- Written protests must include relevant rule references

*Refer to the Handbooks for more details*



## BEFORE COMPETITION

- Be sure you have all the updated information for the competition
- Consider creating a running sheet for each day or session
- Consider creating a check-in list for athletes
- Find out if a Team Manager's meeting will be held, and if so what time and where
- Know the address of the competition grounds
- Be familiar with the competition grounds and where key areas are, e.g. Call Room, First Aid, Chief Recorder
- Advise attending families / athletes where you plan to set up and how they can find you
- If happy to do so, provide your phone number to nominated families so you can be contacted in the event of withdrawals or late arrivals
- Organise help to setup your Centre area
- Be familiar with specific competition procedures, e.g. when and how to advise Relay team changes
- Have your Team Manager's kit checked and ready



## ON THE DAY OF COMPETITION

*As soon as possible:*

- Check-in and enquire if there have been any changes to the event order or issues that Team Managers should be aware of
- Set-up your Centre area (with help)
- Collect any papers (or items) that are being provided to Team Managers

*Throughout the day:*

- Advise the Chief Recorder of any known withdrawals or alterations (as per competition requirements)
- Listen out for announcements, be aware of all marshalling times
- Notify the Call Room of withdrawals
- Update your running sheet as required
- Deal with any issues that may arise with parents and athletes
- Ensure parents are assisting on the arena per the agreed requirements for your Centre or as announcements are made
- Collect or gather results as necessary
- Be prepared for disqualifications

## SUGGESTED TEAM MANAGER'S KIT\

### Information Resources for the Competition Day

- The LAQ Competition Handbook
- IAAF Handbook
- Codes of Conduct
- Program of events or full program
- Full list of competing athletes and nominated events
- Original nomination forms
- Centre cheque, cash or card that can cover protest fees, should the need arise
- Venue layout if available
- Basic first aid items
- Pens, highlighters, pencil, folder
- Safety pins
- Spare Centre uniform items e.g. shirts, shorts
- Spare rego and age numbers
- Black tape to cover-up uniform faux pas
- Sunscreen
- Cups for water and water barrel
- Bin or rubbish bag
- A banner or a tent for athletes to use or at least identify where you will be sitting.

*It is best if everybody sits together 😊*