



Team Manager Position Description

Victorian State Team Manager – Roles and Responsibilities

Adopted: 2026

Review date: 2027

Team Manager Position

- The team manager is the sole organiser of their respective Victorian state teams for the National championships.
- They are elected via a vote from the VUHC and the role is active from the vote until the tournament accounts are finalised (approximately one month post-event).
- The junior team manager is responsible for the Under 15 and Under 19 teams, and the senior team manager is responsible for the elite and masters teams.

Position description

- Collect information from players/guardians to facilitate communication once selections are completed. Including but not limited to:
 - Birthdate
 - Email
 - Mobile phone number
 - AUF membership status – must be current for nationals
 - Cap number
 - Parent/guardian contact details (email, phone etc) / emergency contact details?
 - Collect SIA certificates
- Information Pack - this is supplied by the host state via the UHA.
 - Edit information pack to include state team specific information including:
 - Uniform – sizing, costs, purchasing details.
 - State specific Fees:
 - coaches expenses – see note at end of document
 - uniform [see info below]
 - training sessions – to cover pool hire.
 - Bank details for receiving fee payments.
 - Suggested accommodation options – it is not a requirement that players stay in the same place but is useful in building camaraderie.
 - Fee payment schedule – ensure player payments are made before the UHA due date provided in the Team Manager info pack to allow time for payment to be forwarded to the UHA bank account.



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- Training sessions/camps
 - Working with the coaches to make pool bookings for training sessions / camps.
- Submit final team lists to organisers
 - With relevant SIA certificates
- Souvenir t-shirt
 - Collect orders, pay host state and distribute souvenir t-shirts during nationals
- Uniform
 - Facilitate the purchasing of the VUHC state team uniform including bathers, caps and t-shirt or work with the VUHC appointed person to support this process.
 - Work with players/parents/guardians to ensure all team members order the correct uniform items.
- Presentation / functions
 - Purchase coaches gifts to present at the end of competition.
 - Organise numbers, tickets.
 - Communicate function info to the host state including sending payment.
 - Be available to attend the junior function as chaperone/parent contact if necessary.
- Accommodation
 - Book and facilitate payment of team accommodation for those players that are staying with the team.
 - Ensure accommodation is suitable and (where possible) economical.
 - Present the team with relevant details of the accommodation.
- Chaperone
 - Organise the chaperone's accommodation, food and transport.
 - Ensure supervision requirements are being followed.
- Transport
 - Organise appropriate transport for the players (if the team is travelling as a group).
- Competition
 - Attend captains and managers meeting at the start of the event.
 - Facilitate communication between coaches and players/parents etc as needed.
 - Be available during competition to assist players and coaches.
 - Locate nearest doctors surgery and any other relevant information.
 - Meet the needs of attending coaches as required (ie: accommodation /transport).
 - Support team morale.



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- Finance
 - Calculate a budget, including costs for each player. Such as the below approximate items and costs;
 - Playing fees (\$300)
 - Accommodation (\$500)
 - Transport (\$50)
 - Training sessions (\$300)
 - Uniform (\$120)
 - Managers / coaches levy (\$70)
 - Provide a P/L statement at completion of competition to the VUHC.
 - Liaise with VUHC treasurer to ensure payments are made in a timely manner.
 - Chase up overdue payments.
- Ensure that the required documentation is received from coaches and chaperones of junior teams.
- Can delegate certain tasks to people (i.e. uniforms, gift purchasing) if need be and liaise with them.



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Note:

In line with the VUHC By-laws 7.3, 7.4, 7.5 – Victorian Nationals Teams pay a levy to cover their coaches accommodation and transport to nationals as outlined below:

1. ONE Coach:

- If they are coaching and ALSO competing at nationals they are entitled to 50% reimbursement.
- If they are coaching but NOT competing at nationals they are entitled to 100% reimbursement.

2. TWO Coaches:

- If there are two coaches, they may negotiate together to share the reimbursement between themselves.

Relevant VUHC By-laws

- **7.3.** *All state team members shall share the cost of airfares (economy) and accommodation (duration of competition only) for:*
 - **7.3.1.** *A non-playing State Team Manager.*
 - **7.3.2.** *Non-playing referee(s) to officiate at the nationals (when required).*
 - **7.3.3.** *Non-playing coaches.*
 - **7.3.4.** *Chaperone(s).*
- **7.4.** *Playing Coaches and/or Team Managers will be eligible to receive up to fifty per cent reimbursement of accommodation and airfare costs. For coaches, these costs will be shared across the relevant state team and for a team manager these costs will be shared across all Victorian teams.*
- **7.5.** *If any of the positions are shared, the cost equivalent of one position only will be covered by the state team(s)*