



GUGC SPORT

# SPORT SPECIFIC TEAM MANAGEMENT POSITION DESCRIPTION

Griffith University Sport Specific Team Management provide a key leadership role within the organisation of university sport at Griffith University and are required to undertake duties with regards to their specific Griffith University sporting team at either at an Australian University Sport event, local competition or training.

The Griffith University Gold Coast Student Guild (GUGC Sport) and Griffith Sport have clear expectations of Sport Organisers, Team Managers and Coaches. These responsibilities are outlined below and may be updated from time to time, at the discretion of GUGC Sport and Griffith Sport management.

In the event that GUGC Sport believes there is a breach relating to the duties undertaken by a Sport Organiser, Team Manager or Coach, GUGC Sport reserves the right to address the concerns directly with the individual and taking appropriate action.

As a Sport Organiser, Team Manager or Coach you are representing Griffith University and it is your responsibility to set an example for, motivate and encourage your team/s to take pride in representing their University, as well as fulfil your role to the best of your ability.

## GENERAL DUTIES

- Liaise with the Sports Officer/ UTM's on all issues relating to the team and athletes within your nominated team. Report any issues or concerns including 'hazing & initiation' activities as a matter of high priority.
- Meet deadlines established by the Sports Officer/ UTM's, which include but is not limited to the distribution of relevant forms; submission of code of conducts; and medical forms;
- Communication of payment deadlines to all athletes as well as providing team codes for relevant AUS payments. If athletes are having issues meeting deadlines – communicate with the Sports Officer/ UTM's for support.
- Communicate in a timely manner to all athletes in your respective team on all issues relating to their participation.
- Maintain a full contact list of all athletes and officials that form your team.
- Ensure that all athletes and officials wear the official Griffith University uniform when travelling, competing and/or at times as directed by the Sports Officer/ UTM's.

**PRE EVENT DUTIES** – to be undertaken prior to the commencement of the event(s):

- Attend all Team Managers meetings. Organise a team representative to attend this meeting when unavailable, and advise the relevant staff member of the person who will attend.
- Liaise with the Sports Officer/ UTM's to arrange trials for your specific sport and promote these trials to Griffith students leading up to the date.
- Communicate with team members all information relating to competition expenses.
- Ensure all competition package fees due by your team members are paid to the GUGC Student Guild or Griffith Sport on time.
- Ensure all Australian University Sport registration fees, due by your team members, are paid on time (optional extras are highly recommended and encouraged to purchase).

- Inform Sports Officer/ UTM's if there are any changes in your teams leading up to the event as a matter of high priority.
- Familiarise yourself with the official AUS Sport Rules (as outlined at [www.unigames.com.au](http://www.unigames.com.au)) for your sport as well as the Griffith Sport and GUGC Sport Withdraw Policy.
- Attend trainings organised by the designated team.

**EVENT DUTIES** – to be undertaken during participation in the event(s):

- Attend all Griffith University Sport Team Managers meetings.
- Report any activity such as 'hazing and initiations' that may impact the physical, emotional or social wellbeing of individual team members.
- Liaise with authorised Sports Officer/ UTM's on behalf of your team members.
- Ensure all of your team members are present at every game, at least half an hour before the scheduled start time and are aware of the accreditation and player under protest systems.
- Ensure your team is fully equipped with playing uniforms, sporting equipment, accreditation passes prior to departure for games.
- Inform Sports Officer/ UTM's of any pending disputes or issues relating to competition.
- Inform your team and officials of any event related or sport specific information that becomes available throughout the event.
- Act as a liaison for the supervision of your team members, including behaviour during participation in the event; travel to and from the event and whilst at the team accommodation venue/s.
- Provide leadership and ensure your team members abide by the terms within the Code of Conduct.
- Immediately report any injuries and/or emergency situations to the Sports Officer/UTM's.

**POST EVENT DUTIES** – to be undertaken following the completion of the event(s):

- Prepare the team/athletes for additional competition, such as national event following the regional event.
- Encourage athletes to participate in sport clubs, social sport and GUGC Sport events.
- Communicate with all team officials and athletes return dates for competition uniforms and bond returns.
- Complete a brief one page report for your specific sport for the Sports Officer/ UTM's on your team's performance, and ways you believe you believe the processes could be improved in the future.

I ..... agree to abide by the rules and responsibilities of the role outlined in this document. I accept that any breach of the rules will mean I forfeit the role of Team Manager and face possible exclusion from this event and any future Australian University Sport events.

SIGNED ..... DATE .....