



Team Manager Guidelines

- Ensure all team members and parents are kept up to date with association requirements.
- Manage individual teams, making sure that all administrative and operational planning and activities are completed in conjunction with coaches.
- Collect at trials player profile forms from players (& their guardians) with contact information, medicare numbers, allergies, known illnesses (eg. Asthma, epilepsy), medication and any necessary approvals (forms to be supplied by the Management Committee).
- Correlate player profile forms with coach.
- Make budgets for the Sunshine Coast Treasurer, Management Committee, players or their guardians and teams for tournaments or competitions trials commence.
- These budgets should include any accommodation, travel, food, uniforms and fees
- Collect and manage moneys for individuals and teams for tournaments and competitions.
- Acquit all finances within 14 days of completion of tournaments or competitions to the Sunshine Coast Treasurer and Management Committee
- Complete reports for teams within 14 days of completion of tournaments or competitions to the Sunshine Coast Management Committee (report forms to be supplied by the Management Committee prior to selection on request or upon selection).
- Assist with the completion of registration and team lists and keeping everyone informed about competition draws, venues and timings.
- Confirm with the Registrar that all players are correctly registered prior to first game.
- Ensure that all players are correctly attired for each game.
- Ensure that all players and parents know when they are playing each week and the location of pools.
- Ensure the association newsletters are distributed to all team members and ensure that parents are kept informed of association activities and news.
- Encourage maximum participation by all players and see that no player is unfairly treated in relation to team selections.
- Check weekly scores and tables to ensure they are correct.
- Have a sound understanding of the rules and regulations of the association and QWPI.
- Ensure all team members respect and support the Codes of Conduct and rules and regulations of the association, QWPI.