3.4 Diocesan Sports Team Manager Areas of Responsibility

Beginning of School Year

☐ Inform your school Principal of your appointment.

☐ Inform Diocesan Sport and Health Coordinator of any change to school or personal contact information.

☐ Ensure all First Aid qualifications are current and forward a copy to the Diocesan Sport and Health Coordinator.

☐ If more than one team manager, make contact with other managers.

Before the CCC Carnival/Trial, arrange or liaise with the Diocesan Sport and Health Coordinator on the following:

☐ (If not already convening the Diocesan event), attend the Diocesan trial/carnival and clarify role, e.g. selector

☐ Diocesan team travel/accommodation arrangements – normally DSHC’s role

☐ Equipment – very little playing equipment is kept by the DSHC

☐ Team uniforms and optional uniforms, e.g. event shirts.

☐ Medical/consent forms – prepared by DSHC - issue, collection, taking to CCC trials, awareness and action appropriate to the needs of each child as found on the consent form

☐ Relevant emergency telephone numbers.

☐ First Aid kit.

☐ Other, eg fruit – traditional to take on team coach.

☐ Closely supervise on coach, at stops, at meals and accommodation venue, eg set 'lights out' time and monitor.

☐ Adhere to the Risk Management plan for this trip

During the Carnival

☐ Arrive with team at venue at least 30 minutes prior to team's/individual's first commitment.

☐ Keep a record of all competitors and note when they arrive and depart.

☐ Insist on appropriate behaviour by team members at all times. Inform students of the team manager's expectations about behaviour, movement to and from the area, access to toilets and canteen.

☐ On arrival, introduce yourself to the championship convener.

☐ Advise convener of any team changes.

☐ Ensure the team is seated together in one area. Introduce team members to each other.

☐ Investigate the possibility of appointing a parent as an assistant manager – he/she must have evidence of signing Prohibited Employment Declaration form beforehand or signing on the day as a less preferred option.
☐ Prepare team adequately for event, i.e. appropriate warm up and cool down, hydration, sun safe
correct protective gear and correct playing uniform.

☐ Ensure all team members receive equal playing time (unless sick or injured).

☐ Continually monitor health and general welfare of all team members. Ensure any injuries or
illnesses be treated promptly. Record all injuries and action taken. This information should be
included in the final report and accident pro formas provided.

☐ Ensure team members arrive at the marshalling area at the appropriate time for their event.

☐ Supervise conduct of team members at ALL TIMES.

☐ Ensure that your spectator area is left clean.

☐ Collect playing apparel and equipment (if not being retained) and return promptly to Diocesan Sport
and Health Coordinator.

☐ Ensure all team members depart on the bus or with a parent or guardian who must see you and
supply written request/consent to take their child.

☐ Do not leave the carnival before the completion of the championships or presentation.

After the CCC Trial

☐ Submit a Manager’s Report (on the form provided – Section 2.2 of the Secondary Convener and
Team Manager Handbook – online at this website) to the Diocesan Sport and Health Coordinator
no later than one week after the trial and include a team photo if possible.

Please note:
Team managers should be correctly attired to suit the occasion. No alcohol is to be consumed
by Team Managers at any time when they are considered in the Duty of Care. Remember the
welfare and conduct of the team members is your responsibility for the entire time travelling to
and from the championships.

No smoking is permitted in the presence of students.