



## **WA Junior State Team – Team Manager Responsibilities**

*Being a member of the State Team is about being a part of a team environment of support and encouragement for all athletes to achieve their best.*

Primarily responsible for coordinating entries, finances, travel schedules, team affairs and the athletes' conduct.

This position reports to the WAMBA President and works with the State Team Support Staff, Event Organiser, parents and athletes.

### **Prior to Event**

- Team shirts and race jerseys – coordinate selection of supplier, design and ordering of clothing to ensure they are ready before team leaves for event.
- Organise hire of mini bus and trailer for both XC and DH groups. Designate drivers responsible for pickup, use and delivery.
- Liaise with WAMBA Treasurer on payment of expenses and invoicing of athletes. WAMBA Treasurer will invoice athletes directly, and provide a regular report on cash flow, which the Manager will then communicate to team.
- Coordinate the relevant details if athletes collectively choose to make a financial contribution to any agreed expenses.
- Collect relevant event information and liaise with WAMBA Secretary, who then communicates it out to the whole team and support staff.
- Compile a list of athletes and parents with flights and accommodation booked and athletes' event registration for the WAMBA Secretary.
- Read Team Member nominations and have a copy on hand at the event. The nomination forms contain emergency information and key contact details.
- Notify airlines of number of bikes required to be carried on specific flight(s).

### **During Event**

- Be the point of contact for team information from the Event Organiser.
- Outline Event Organiser's first aid arrangements to all athletes and parents.
- Notifying the team and support staff of team information from the Event Organiser and WAMBA. For example: race schedules, rules, breaches of rules and penalties, code of conduct, etc.
- Check and coordinate any additional expenses that are to be shared amongst team members. Wherever possible, ensure there is a team/ group consensus on payment of these expenses prior to incurring them.
- Liaise with the WAMBA President on issues of code of conduct.
- Encourage team spirit by celebration. For example: meals together, awards presentation, celebrate birthdays, reward acts of bravery, etc.

**Post Event**

- Coordinate the relevant arrangements if athletes collectively choose to make a financial contribution to any agreed expenses. Liaise with WAMBA Treasurer on payment of expenses and invoicing of athletes. WAMBA Treasurer will invoice athletes directly, and provide a regular report on cash flow, which the Manager will then communicate to team.
- Supply a report to the WAMBA Committee within two weeks of return from event on how the event went, issues and challenges, and suggested improvements for next year.
- Provide brief ½ page write up of event for inclusion in the WAMBA newsletter.

