

2015 Eastern University Games

Sport Specific Team Managers Position Description

KEY TASKS: The Sport Specific Team Manager is responsible for completing the following:

Task	Item	Date of Completion
PRE GAMES RESPONSIBILITIES		
# 1	Attendance at Team Managers meeting.	
# 2	Attendance at the full team Departure Function.	
# 3	Assist the Unisport Manager in organising an Intervarsity or trial games against other Universities.	
# 4	Ensure all team members pay registration fees (3 instalments) by the due date.	
# 5	Ensure all team members have submitted their signed MQ Code of Behaviour by the due date.	
# 6	Ensure your full team is registered correctly on the AUS system	
# 7	At least 3 team goals have been developed and agreed to by your team and sent through to the Unisport Manager by the 5 th training session.	
# 8	Advise the Unisport Manager of your teams travel arrangements prior to departure.	
# 9	Ensure your team attends the group meeting on the afternoon of check-in.	
DURING THE GAMES RESPONSIBILITIES		
#10	Ensure you are across all fixtures, team duties and draw changes ensuring they are communicated to team members and duties are all completed.	
#11	Ensure no team member breaches the MQU Code of Behaviour or AUS Participation Agreement	
#12	Ensure all team members are in their correct playing uniform	
#13	Ensure you bring sporting equipment to the competition each day.	
#14	Ensure your team competes to the best of their ability for all games (making sure dead soldiers or cockroaches are not played even for final game)	
#15	Australian University Sport rules are upheld at all times (including PUP procedures followed and forfeit fees are not imposed at any time throughout the week).	
#16	At least 50% of your team members have supported another Macquarie University sport/team throughout the week.	
POST GAMES RESPONSIBILITIES		
#17	All equipment has been returned to the Unisport Manager	
#18	Provide the Unisport Manager with any feedback or suggestions you have.	

GENERAL EXPECTATIONS:

- Promote the University Games amongst friends, Sport Club members and Macquarie University students.
- Encourage attendance at team training sessions.
- Circulate information and updates to all team members.
- Set a positive example during competition matches, team meetings, at accommodation and at social venues for behavioural standards and adhere to the Australian University Sport and *Macquarie University Code of Behaviour*.
- Liaison with Macquarie University staff and Australian University Sport / Competition Managers and Officials as required.
- Provide reports and results to Macquarie University staff as requested.
- Attend any meetings as nominated by Macquarie University staff during the event.
- Ensure that you and your team speak with referees and match officials respectfully during the competition.
- Liaise with the Unisport Manager promptly in the case of any disputes or opposition rule breaches as there is only one hour (60 minutes) to dispute these items from the conclusion of a match. Please ensure you *do not* lodge any protest without involvement of the Unisport Manager.
- Notify Macquarie University staff on any incident that may reflect poorly on any team member, sport or the University immediately. This includes any actions which have the potential to bring the University and/or event into disrepute.
- Notify MQ staff immediately of any emergencies, player injuries (on and off the field) or judiciary matters. The University Team Manager shall then be responsible for coordination of appearance and representation of the player/official.