

Duty statement for NSW Team Manager at National Championships

General:

The Team Manager is responsible for managing the NSW Masters team at the AMA National Championships. He/she would be expected to travel to the venue of the championships and be present at the venue for the majority of the time.

The Club will reimburse reasonable accommodation expenses for the duration of the championships, and budget airfares equivalent in cost to direct travel to and from the venue, typically travelling the day before and the day after the championships. Any additional costs arising from people travelling via other routes, extending their stay or using more expensive carriers, must be borne by the applicant.

Specific:

The following duties would normally fall within those of the team manager:

- ✦ Obtain a list of NSW entrants from the AMA Entries Registrar, and check against our NSW registration list to ensure all NSW entrants are financial;
- ✦ Organise a NSW Team get together for one evening during the event (either Friday or Saturday) for drinks and/or dinner;
- ✦ Prepare a welcoming letter (use draft available) and send to all members competing at least two weeks prior to the championships;
- ✦ Arrange economical their travel and accommodation, keep receipts and promptly claim from the Club upon return;
- ✦ Obtain the Club banner and transport it to and from the event and venue. Display the banner prominently in the stadium during the Championships;
- ✦ Be present at the venue for the full period of competition;
- ✦ Wear the NSW Team Manager vest, or suitable high visibility alternative;
- ✦ Be knowledgeable about the rules and procedures of National competition;
- ✦ Be available for consultation by members during the competition preferably including by mobile phone;
- ✦ Update our competitors via the designated NSW@Nationals BNE2020 Facebook group
- ✦ Make themselves known to and consult with the organisers of the competition as needed and as appropriate;
- ✦ Represent the Club in protests or disputes involving NSW;
- ✦ Organise the NSW relay teams, in consultation with a relay selector subcommittee if appointed;
- ✦ After the competition obtain NSW results from the host state organisers in electronic format;
- ✦ Ensure as far as practicable that NSW members conduct themselves in an appropriate manner to officials and other competitors, and report any misbehaviour to the NSWMA Committee;
- ✦ Upon return promptly prepare a report for the NSWMA Committee, articles for the Waratah, Facebook group pages and for ANSW media.