

Roles and responsibilities for Team Managers

Team Manager duties

1. Team Managers (TM) should be a currently enrolled student intending to participate in the event/ fixture as an athlete.
2. Must complete the Register your Interest form to be considered for the role.

Register your Interest – Team Manager

3. Recruit players/ athletes for intervarsity competition via trials / club days / student portal / social media. Supported by the Sports performance Coordinator, the TM must respond to all enquiries from students wanting to compete for the University.
4. Team Managers must remain in constant communication with the Sports Performance Coordinator and are responsible for **meeting the deadlines**. Failure to communicate appropriately or missing the deadlines will result in the team being withdrawn from the competition.
5. Team Managers must ensure student-athletes are eligible to compete as per the UniSport Guidelines.
6. Finalise team selection for IV fixtures and Uni sport events, including completing the necessary paperwork.
7. Assist in getting the team players/athletes registered and pay for accommodation and uniform packages before the deadlines, if this applies to your event.
8. Ensure all selected players/ athletes complete the WV agreement. (**Payment of remuneration is dependent on this being completed before the event.**)
9. TM attend MU Sport team briefings (meeting/ zoom)
10. Perform team manager duties at all IV fixtures and events.
11. TM will be the first point of contact for the Sports performance Coordinator with regards to managing teams for IV events and fixtures.
12. Post event the blues nomination forms need to be completed in full, and to the standard as set out by the Blues nomination policy. (**Payment of remuneration is dependent on this being completed post event**)
13. All uniforms that belong to the university must be returned washed/cleaned in the same condition they were loaned out. Any missing/or unwashed/ or damaged uniforms will be deducted from your remuneration payment. (**Payment of remuneration is dependent on this being completed post event**)

Remuneration

The role will receive a rebate for duties performed across the whole year. To be eligible your team must represent the University of Melbourne at the Uni Sport Nationals for your sport, which include.

Athletics Nationals, Swimming Nationals, Snow Nationals, Nationals (Multi event sept 27- 3 October 2025) T20 Cricket. *

1. Team managers managing under 10 players will receive \$300.00
2. Team managers managing between 10-19 players will receive \$400.00
3. Team managers managing over 20+ players will receive \$500.00

*Considerations will be taken on an individual basis to all National Events outside of the above list.

