

# Representative Sport Team Manager Checklist

The following tasks and actions should be completed by a nominating and approved Team Manager and where required, coach, for MU Sport to approve and enter representative sporting teams and/or individuals into UniSport Australia and/or other events. All entries into events are subject to Melbourne University Sport and the Representative Sport Policy

The following document is for Uni Nationals Div 1 on the Gold Coast, September 22 – 27, 2018  
All relevant documents related to submission are available at <http://sport.unimelb.edu.au/UniversityGames>

**Appointments for Team Managers and Coaches and participation for students in the event are subject to Melbourne University Sport final approval and the Representative Sport policy**

## Checklist:

Please see appendix for further detail where required

| Pre Event                                                                                                                                                                                                                                                                                                                                            | Due Date     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Register an expression of interest of attendance in writing by to MU Sport                                                                                                                                                                                                                                                                           | 13/7/18      |
| Complete a Team Manager Nomination form (1 per team) <sup>(1)</sup>                                                                                                                                                                                                                                                                                  | 13/7/18      |
| Complete and submit a Coach Nomination Form (1 per team) <sup>(2)</sup>                                                                                                                                                                                                                                                                              | 13/7/18      |
| Publically advertise trials at least 1 week prior to them taking place. Provide details of this trial including location, date and time to UTM for publish <sup>(3)</sup>                                                                                                                                                                            |              |
| Conduct at least 1 trial to determine team selection <sup>(4)</sup>                                                                                                                                                                                                                                                                                  | Prior to 3/8 |
| Finalise selection and provide a list of selected athletes to UTM <sup>(5)</sup><br>Include short report on Trial to UTM including location, time, attendees, selectors<br>Complete the Athlete Selection Spreadsheet and submit to Sport Performance Coordinator<br><i>Team will be risk-assessed and approved/declined to attend at this stage</i> | 15/8/18      |
| Provide Winged Victory playing uniform requirements to UTM <sup>(6)</sup>                                                                                                                                                                                                                                                                            | 15/8/18      |
| Direct your team to register for the event on the event website (see update). Full team must register by registration deadline.                                                                                                                                                                                                                      | 24/8/18      |
| Direct all selected WV Representatives that they need to purchase the traveling package from Sport Centre Reception or online. Ensure individual payment of event package monies <sup>(7)</sup>                                                                                                                                                      | 7/9/18       |
| Ensure individuals have completed a Winged Victory participant agreement                                                                                                                                                                                                                                                                             | 7/9/18       |
| Attend any pre-event briefings prior to departure as advised by MU Sport<br>TM/Coach briefing 1: 6 – 10 August (TBA)<br>TM/Coach briefing 2: 27-31 August (TBA)<br>TM/Coach briefing 3: 10-14 September (TBA)                                                                                                                                        |              |
| Provide copy of First Aid certificate                                                                                                                                                                                                                                                                                                                | 7/9/18       |
| Undertake Be The Influence training as directed by MU Sport                                                                                                                                                                                                                                                                                          | TBC          |
| Facilitate transport arrangements for the team to and from the event <sup>(8)</sup>                                                                                                                                                                                                                                                                  |              |
| Provide room/bed configuration to UTM once rooms have been allocated                                                                                                                                                                                                                                                                                 | 31/8/18      |
| Nominate a Team Captain electronically to UTM                                                                                                                                                                                                                                                                                                        | 31/8/18      |
| Undertake further responsibilities as per Team Manager Position description or as advised by UTM                                                                                                                                                                                                                                                     |              |

|                                                                                                                                                                                 |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>During Event</b>                                                                                                                                                             |                     |
| Communicate results to your precinct manager via text message after each match                                                                                                  | <b>Each Match</b>   |
| Complete Blues match summary sheets in TM Handbook after each match                                                                                                             | <b>Each Match</b>   |
| Ensure team attends Winged Victory Team Functions during games                                                                                                                  | <b>During Games</b> |
| Attend Sport specific or Team Manager meetings where required                                                                                                                   | <b>During Games</b> |
| Inform Winged Victory Staff of any pending disputes, protests or issues relating to competition, and where requested, represent Team Melbourne in the resolution of such issues |                     |
| Report any injuries or emergency situations to Winged Victory Staff                                                                                                             |                     |
| Arrange with Winged Victory Staff/Precinct Manager to get at least 1 full-team photo in playing uniform at event                                                                |                     |
| <b>Post Event</b>                                                                                                                                                               |                     |
| Compile and complete nomination Blues forms per requirements in conjunction with Coach                                                                                          | <b>2 weeks post</b> |
| Return any borrowed uniform sets complete to Sport Coordinator washed and folded <sup>(9)</sup>                                                                                 | <b>2 weeks post</b> |

### Behavioral Policy

Team Managers and Coaches are expected to strictly adhere to, as well as enforce the Melbourne University Representative Sport Policy and behavioral conditions in the Winged Victory Participant agreement for all team members.

### Appendix

- (1) Team Managers must have attended at least two regional or national games and should also be a currently enrolled student intending to participate in the event as an athlete
- (2) Coaches must be non-student and non-playing and must be able to provide coaching accreditation on demand.
- (3) An example post for trial can be found below, required mediums include the following:
  - a. a post on student-portal
  - b. post text sent to UTM for a post on Winged Winged Victory facebook page,
  - c. Optional post on club page (if applicable)  
*Represent the University of Melbourne*  
Uni Nationals D1 Men's Futsal Trials, Wednesday 1 August 12-2pm on the Hockey pitch (No Football Boots to be worn, bring runners/futsal shoes, drink bottle)  
For information on Uni Games please go to <http://www.unisport.com.au>  
For more information please contact Team Manager (email and phone)
- (4) Bookings for on-campus trials and training thereafter can be made through UTM.
  - a. Team Managers and coaches wishing to train on-campus in the lead up to the competition need to seek approval for training sessions. Representative teams ARE NOT to use regular club bookings.
  - b. Representative teams can request to book training sessions or trials (regular and ad-hoc) at MU Sport venues. These are limited to 'off peak' times and subject to availability, maximum 90 minutes per week. The following days and times are regarded as off peak:  
Mon – Fri -7am-11.30am, 2.15pm 4.30pm (bookings outside this time may be granted on special request)  
Team Mangers can check availability with the Sport Performance Coordinator. To secure a booking, Team Managers must complete a booking request form and send it via email to the Sport Performance Coordinator. If a booked session needs to be cancelled – Team Managers must provide 2 Business days notice to the Sport Performance Coordinator.
- (5) Submit details of selection process for team to UTM along with proposed team list. Athlete details to be **provided via template spreadsheet**. MU Sport has final approval on selection/eligibility of students
- (6) Orders must include: Quantity, Size, Playing Number.
  - a. All representative teams and athletes must wear the blue Winged Victory playing uniform, black shorts and black socks whilst competing on field or court. Club uniforms are not acceptable
  - b. Exceptions are only made to this where there are clashes in colour with other University strips – an alternate strip for one off matches can be requested from the Sport Coordinator, or where your sport has a specific uniform i.e. fencing, water polo, basketball (same colour shorts) etc. or where there are speciality uniforms required (i.e. fencing/martial arts/cheer)

- c. Team Managers are responsible for ordering the required uniforms by the due date, and monitoring payments from team members. Uniforms will be distributed to Team Managers in the week prior to the event.
- (7) Package details will be made available in an event update closer to the event. Costs may differ for first time representatives due to required traveling uniform.
- (8) This includes providing information to your team about location of events, transport to event and transport around during the event (I.e. to and from competition venue) and may include providing these transport details of each participant to the UTM
- (9) Team Managers will be liable for full replacement costs of missing uniforms from the set.
  - a. Sports with sets include AFL M + W, Basketball M + W, Cricket, Netball, Water Polo (Caps), Alternate Strip Silver + White (field), others as advised
  - b. MU Sport suggests TM's take a bond or record who is loaned what to follow up post-event