

TEAM MANAGEMENT

5.5

Appointment of Team Manager

1 For any Australian representative team competing outside or within Australia, a non-competing Team Manager or Coach(es), hereafter referred to as "The Manager", shall be appointed by the Council (unless otherwise determined by the Council) and shall be responsible to the Council for all organisational matters regarding Australian Teams.

2 The Manager should be appointed not less than eighteen months before the event for World Championships or six months before the event for other events (including World Junior Championships), or if insufficient notice of the event is received by the Orienteering Australia, at the earliest practicable opportunity.

3 The Manager, High Performance shall call for applications for the position of The Manager through an advertisement in *The Australian Orienteer* and the *OA High Performance website* allowing a period of not less than three months for applications to be received. Each application should be accompanied by a curriculum vita, which includes the applicant's experience relevant to the position.

4 The appointment shall be made on the recommendation of an appointment panel established by the Board on behalf of the Council.

Responsibilities of The Manager

5 The Manager shall be responsible for coordinating all aspects of team administration prior to, during and subsequent to the participation in the international event.

6 Specific responsibilities of The Manager shall include the following unless otherwise determined by the Council:

- a) To provide information to all potential team members, either directly or through *the OA High Performance website* or *The Australian Orienteer* on matters of interest prior to the selection of the team.
- b) To attend meetings of the Selection Panel as required.
- c) To notify each team member of their selection subject to the return of a signed athlete agreement between the athlete and Orienteering Australia within a defined time frame as determined by Orienteering Australia and the conditions of participation including relevant regulations (especially appendix A, "Team Members Regulation", the OA Anti-Doping Policy and the OA Anti-Harassment Policy) and to maintain liaison with team members to provide :
 - i) competition information,
 - ii) any administrative details of itinerary, training etc
 - iii) information on visas, passports etc.
- d) To sponsor requests before the Council (or the Board, if the Council will not meet in time) from team members who wish to vary the conditions of team participation.
- e) To undertake the co-ordination of official team travel arrangements within and outside Australia, accommodating any compliance with conditions of entry in the event.
- f) To prepare a detailed itinerary for transport to and from the event venue, including training/coaching events and publicity/public relations exercises.
- g) To liaise with the Director, Finance to ensure co-ordination of financial arrangements for team participation in the event.
- h) To arrange for the supply of official uniforms and equipment for the team in conjunction with the Manager, High Performance.

- i) To assist with publicity for the team during the period of the competition and associated training.
- j) To manage day-to-day expenses during the competition and training period and maintain accounts thereof.
- k) To maintain records of meetings, interviews and conversations appropriate to his/her duties.
- l) To ensure that any trophies for the competition are transported to and/or from the competition, suitably engraved and forwarded to OA for storage and display.
- m) To provide a written report to the Council upon completion of the competition as detailed in paragraph 10.
- n) To make appropriate arrangements for medical treatment where necessary for team members where a Medical Officer is not appointed to the team.

7 The Manager is not obliged to make arrangements for travel or accommodation by team members outside the official team travel arrangements, but should liaise with such team members to ensure that such arrangements are fully compatible with the conditions of participation in the team, and should offer advice and assistance as appropriate to team members making their own travel arrangements.

8 The Manager shall be responsible for the behaviour and discipline of the team during the period that it is under his/her control.

9 The Manager shall be required to accompany the team throughout its official period of travel, training and competition. This requirement may be varied only with the specific permission of the Council. Throughout this period, the Manager is expected to put the interests of the team ahead of any personal interests.

10 The Manager is to provide a written report to the OA Executive Officer within six weeks of the completion of the competition. This report is to include:

- a) a resume of events leading up to the main competition,
- b) a resume of the main competition,
- c) a financial report detailing all income and expenditure associated with the competition and training,
- d) a report on any instances of exceptional behaviour by individual team members,
- e) recommendations.

All correspondence, financial records and other material relating to the trip are to be forwarded to the Executive Officer once the Manager has completed his/her report. In the event of circumstances beyond his/her control precluding the completion of a full report by the due date, an interim report shall be presented, and the final report shall be completed as soon as practicable.

Communication

11 Information on matters relating to the particular team shall be sent by The Manager to:

- a) the Director, High Performance
- b) the Manager, High Performance
- c) the Chairperson of the respective Selection Panel
- d) the Team Coach if applicable
- e) all selected team members (following team selection)

Other persons may be added to this list at the discretion of The Manager or the Council.

Powers of The Manager

12 The Manager shall have the power to co-opt assistance in the execution of his/her duties.

13 The Manager shall have absolute power of decision-making on behalf of the team and discipline over all team members during the official training and competition period, but is expected to exercise these powers on a consultative basis with other team members as far as practicable and having regard to the physical and social maturity of team members.

14 The Manager in consultation with the Team Coach(es) is empowered to remove members from the team after it has assembled in extreme circumstances such as serious illness or injury or exceptional breaches of team discipline. If practicable, The Manager shall consult the OA Board before making such a decision. Vacancies shall be filled by team reserves as per Operational Manual 2nd Ed 5.1 "Australian Teams", clause 20, if possible.

15 Other than team competitors and officials appointed by the Council, no person shall travel with the team without the express permission of The Manager. Such permission should be sought well in advance of the team leaving Australia.

16 If further selection of runners from the selected team is required for a specific competition, this shall be the responsibility of the Team Coach(es) who may consult with The Manager, Team Captain and other team members as he or she sees fit, unless the Council has determined an alternative procedure. In the event of no Coach being appointed to the team, The Manager shall have this responsibility.

DISCHARGE OF RESPONSIBILITY OF TEAM MANAGER

17 The Manager's responsibility shall be discharged with the presentation to and acceptance by the Council of the Manager's report.

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APPENDIX A**TEAM MEMBER'S REGULATION**

(Applicable to teams selected to contest international Elite Junior and Senior competitions)

Selection in an Australian Representative Team is contingent on acceptance of the following conditions:

1. Maintenance of a satisfactory standard of fitness according to criteria acceptable to the Team Coach (or the relevant National Coach if there is no Team Coach).
2. Prompt notification to the Medical Officer, The Manager or Team Coach (or relevant National Coach if there is no Team Coach) of any pre-existing or subsequent injury which may impair performance.
3. Approval of travel arrangements by The Manager and the Team Coach (or the relevant National Coach if there is no Team Coach).
4. Signed acceptance of any funding obligations determined by the OA.
5. Acknowledgment of the powers of The Manager as expressed in Operational Manual 3.5 "Team Management", paragraph 13.

"The Manager shall have absolute power of decision-making on behalf of the team and discipline over all team members during the official training and competition period, but is expected to exercise these powers on a consultative basis with other team members as far as practicable and having regard to the physical and social maturity of team members."

6. Recognition that The Manager may require team members to sign a further declaration detailing additional conditions, provided that the declaration has previously been approved by the OA Board.

APPENDIX B

INFORMATION FOR THE MANAGERS

The Manager is to regularly contact the OA Executive Officer and Manager, High Performance for the most recent information relating to teams with respect to:

- (a) Badges
- (b) Track Suits
- (c) Running Suits
- (d) Competition Equipment
- (e) Australian Sports Commission Obligations
- (f) Drugs in Sport Requirements
- (g) Funding
- (h) Team Members Athlete Agreement
- (i) Team Member Feedback.