



## MARIST AUCKLAND WATERPOLO CLUB (Inc)

### ROLE OF TEAM MANAGERS

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- The primary role of the manager is to coordinate activities around a team. This embraces such areas as:
  - Supporting the Coach
  - Organising Players and Logistics
  - Facilitating Club co-ordination
  - Parent Communication
  - Game Day Organisation
  - Managing Team Equipment
  - Help manage Health and Safety

#### **Support the Coach:**

- Deal with the 'out of the water' activities and administration to enable the Coach to focus on the 'in the water' coaching, training, selecting, planning, implementing, mentoring, upskilling etc
- Arrange any team building and team celebration activities.

#### **Organising Players:**

- Responsible for timely communication about the team and for establishing points of contact to ensure parents and players are informed.
- Primary point of contact with players outside of game preparation and playing
- Communicate training and playing obligations e.g. location, times, uniform etc
- May be involved in helping the Age Group Co-ordinator to co-ordinate the team's uniform orders
- Monitor and share Game Schedules /Tournament draws including games and duties
- Ensure players arrive on time and updating the coach accordingly
- Arrange logistics, and assisting with transport organisation (eg facilitate car-pooling) within the team
- Maintain a level of awareness of Waterpolo related news via NZWP and Marist Websites and Social Media
- Organise the end of season and tournament team photos
- Organise loan players where there is a shortage/oversupply of Marist players, with the help of the Age Group Co-ordinator
- Ensure players are aware of the requirements under the [NZWP Code of Conduct](#)

#### **Club Co-ordination:**

- The manager has an important role connecting the team and parents with the Club.
- The manager has a responsibility for championing and embedding Club Culture.
- Support the Coach in ensuring agreed behaviours are displayed by players.
- Updating scores.
- Arrange for the taking of photos and sharing of game and tournament updates with the Social Media and Website co-ordinators

- Work with Age Group Coordinator to ensure important information is shared both ways.
- Work with Marist Club committee as needed (eg Treasurer/ Club Captain/President)

#### **Parent Contact:**

- Primary link between the team and the parents. The manager will usually be of a similar age/maturity as the parents.
- Where players are U18 and younger the parents need to receive all appropriate team communication. Social Media groups can be used in addition to communication via Parents.
- All contact details need to be compiled / Clubhub used to create group contact.
- Introduce themselves to Parents by email and poolside.
- Communication from parents must be directed to the Manager in the first instance on any aspect of the team.

#### **Game Day Organisation:**

- Ensure all players arrive on poolside at the specified time set by the Coach.
- Complete the team list on the score sheet prior to each game commencing.
- Ensure Table Duty is covered and that the five players on duty are available and are aware of their responsibilities.
- Attend “The Manager’s Meeting” held prior to all main tournaments, e.g. Nationals and Pan Pacific games.
- May keep Game Statistics at the request of the Coach
- May need to work with Opposing Team manager to resolve minor matters

#### **Out of Town Tournament Organisation:**

- Assist Age Group Co-ordinator in pre-planning (accommodation/meals/transport/fundraising)
- Itemise club funded expenses, with receipts, seek reimbursement
- Manage the Players to ensure appropriate rest and recreation

#### **Managing Team Equipment:**

- Responsible for a full set of caps – 14x White caps and 14x Blue caps and a set of balls – generally a bag of 6x balls.
- This includes ensuring team equipment is available for training and for games. This may require coordination with other Team Managers and Age Group Co-ordinator.
- May be involved in helping with co-ordinating the teams Wardrobe orders

#### **Managing Health & Safety:**

- Be aware and hold any medication required for players on poolside and out of town tournaments, e.g. inhalers for asthmatics. Administer medication for age grades U16 and under.
- Be aware of the H&S procedures for tournaments including Risk Management Plans and access to First Aid.
- Encourage sensible hydration and nutrition on game day.
- Be aware of NZWP – [social media policy](#) / [child protection policy](#)