



TAURANGA WATERPOLO CLUB - ROLE OF TEAM MANAGERS

The primary role of the manager is to coordinate team trainings, competitions, tournaments and to communicate information to parents and players. These areas of focus are:

- Supporting the Coach
- Ensure player wellbeing
- Organising Players and Logistics
- Parent & Player 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.
- Attend training (at least once a week) to take roll and attend to any issues.
- Get to know the team/dynamics/identify any issues.

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 for players and parents
- Communicate training and playing obligations e.g. location, times, expected uniform and gear 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 the team
- Ensure players have signed the TWP and 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.
- 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. Liase with parents any team movements, this is up to the discretion of the age group coordinator, not the manager or coach.
- Work with TWP committee as needed

Parent Contact:

- Primary link between the team and 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 to create group chat.
- 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
- Maintain Manager’s Statistics, to support any protest around scores or kick outs
- Keep Game Statistics of all games (This could be requested that a parent do this)
- 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 for tournaments
- Itemise club funded expenses, with receipts, seek reimbursement
- Manage the Players to ensure appropriate rest and recreation

Managing Team Equipment:

- Responsible for full sets of caps – White caps and Blue caps and a set of 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 uniform 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
- Responsible for any formal reporting of injuries to pool controller at tournaments (in a timely matter)
- Keeping an injury log outside of tournaments (concussion or other medical clearance for example)
- 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
- Not provide alcohol to players under 18 years or illegal substances