

## STATE TEAM MANAGER

### Position:

### Duties & Responsibilities:

This is just a guide to assist you with the general items that are required from you as a Team Manager:

1. Attend all scheduled trainings where possible, as set down by the Head Coach.
2. At every training and game check to make sure you have;
  1. Hydration; ensure that water is available for players, [1] they have a water bottle [2] supply a large drink container.
  2. Sun Protection; make sure hats/caps/visors are worn and sunscreen available and applied.
  3. **First Aid:** to be with you at every training and game.
    - First Aid Kit [supplied by Softball WA] collect as soon as you have been appointed.
    - Re stock if required, [keep receipts]
    - Be familiar with items in the kit.
    - Collect any Physio forms if and when required
    - Have a basic knowledge of First aid [a first aid course is not required but could be helpful]
    - For any major event i.e. chest pain, respiratory distress, or unexplained collapse, first call an ambulance, then your nearest first aider
    - Always wash your hands before treating burns, wounds or eye injuries
    - Have an injury book and record every incident, record DATE, TIME, NAME INJURY / ALIMENT, WHAT MEASURES USED. WHAT MEDICATION IF ANY WAS GIVEN i.e. panadol, Band aid,
    - Know where the closest hospital is & medical centre, with numbers.
    - Keep all Medical forms completed by team players and officials with you at all time.
  4. Team Manager and Head Coach must be informed of any injury the player may have sustained during the week.
  5. Any injury concerns reported to the Softball W.A. immediately after consultation with the team Manager
    - A Physio / Medical report declares them unfit for the Tournament,
    - Softball W.A. may feel an independent report is required, and the player must attend a practitioner nominated.

If any player is forced to withdraw from the team due to an injury, a replacement maybe appointed and to be approved by the Board before being announced to the public.

### 6. Keep an Attendance sheet;

7. **Underage players are not permitted** to leave the facilities without their parents or an appointed guardian
8. Ensure physical contact with a player is appropriate to the situation & necessary for the player's skill development. Inappropriate physical contact is a form of sexual harassment.
9. Refrain from initiating a relationship with a player & also discourage in a sensitive manner, an attempt by a player to initiate a relationship with you.
10. **Have Contacts list's:** Players, Parent/Guardian, Emergency Number. Ph, Mobile Address, & Email
11. **Have all Softball Aus and Softball WA Forms completed by team members** and handed to Softball WA officer for State Teams. [Profile, Uniform, Softball WA Rules & Regulations, Softball Aus 4-19 Aus Registration & Nomination, any special Medication, Softball WA Medical]
12. **Have Softball Aus, Team List, Uniform list as well as the Special Medication form completed** and handed into Softball WA State Team coordinator to forward to Softball Aus.
13. Organize team photo within fourteen [14] days of the team being announced
14. Inform all players and officials with the info re; Flights and Accommodation as soon as possible.
15. **FINANCE:**
  - Fundraising: keep a record of all fundraising before passing onto Softball WA Accounts to be deposited into your teams account.[get a receipt with every deposit]
  - Ask to be kept up with outstanding monies owing by persons within your team, [this is so you can help remind about dates etc.]
  - Ensure all team monies for; Final night dinner tickets, Programmes [plus one for Softball WA], Team photo [plus one for Softball WA], and any Fundraising monies are collected from Softball WA Finance Officer prior to leaving for Tournament
16. Carry out room allocation with the other team officials.
17. Officials & Players should not be accommodated in the same room, If this can't be avoided in extenuating circumstances it must not be one adult with one child.

## 18. INITIATION OF PLAYERS IS NOT PERMITTED

### AT TOURNAMENT:

19. Have total responsibility for the well being of all players when not playing
20. Ensure only the Official uniform as registered with Softball Aus is worn at Nationals.
21. **Keep Records** of all expenditure while away,  
Using a Daily Expenditure sheet,  
First Aid Expenditure Sheet  
Overall Tournament Expenditure Spreadsheet, do this every night,  
Keep all Receipts [sheets will be handed to you before you leave] Softball WA will not accept any responsibility for expenses incurred without a receipt.
22. Make sure all Players and Officials attend any official function as a team set down by Softball WA or Softball Aus,
23. **Suspended player:** if serious enough **incident**, after consultation with Team officials a call to Softball WA Executive Officer or State Team Coordinator and if after discussion a suspension is required, make all arrangement to have the suspended player returned to WA Immediately.

### RETURN FORM TOURNAMENT:

24. **Upon return:** provide Softball WA with the team photo [10 x8] and programme from the tournament attended
25. Make sure all expenses have been paid
26. Within 30days of your return. Supply Softball WA with a written Report along with your Daily, First Aid and Tournament Spreadsheets and any funds not used.  
[NOTE; any monies not spent from fundraising and general funds [not first aid funds] will be divided by the players in the team and a refund will be sent out]
27. Be in contact with the team and inform them of Softball WA Awards night dinner that must be attended by the team.
28. The Team Manager will be responsible for supporting the philosophy, goals and mission of Softball W.A

There will be many other items from time to time that will need your attention, as the game evolves and Softball WA as well as Softball Aus will change the way things will be done.

Being a Team Manager is a very rewarding position as well as hard work. Please remember everyone is there to assist you as well. Have a great Tournament.