



Archery Victoria			
Title:	Duty Statement		
Subject:	Victorian State Team Manager		
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0241. Duty Statement – Victorian State Team Manager for designated National Championships

The Archery Victoria State Team Manager is responsible for managing all team functions for the Archery Victoria (AV) teams that are part of a National Championship. This includes pre, at and post Championship.

The Team Manager shall be the communications link between the archers, Archery Victoria and the organising body of the National Championships.

The Team Manager is a volunteer position.

1. Duties

- 1.1. Act as the Victorian State Team Manager.
- 1.2. Develop, control and administer the event budget. The budget for a National Championship is \$3,500 per event. This amount can be varied at the discretion of the Archery Victoria Board. The Team Manager will be provided with an advance based on the budget submitted. This advance is to be acquitted within 14 days of the finalisation of the event. All expenditure is to be supported by receipts.
- 1.3. The Team Manager shall attend meetings and provide information to the members of the team and the Nationals Organising Committee when requested or as required including responding to telephone and email queries, writing letters and reports and information/file management.
- 1.4. Act as the point of contact for ALL Victorian entrants to the event organising committee.
- 1.5. Ensure his/her presentation and appearance in the public forum is of a professional standard at all times.
- 1.6. Conduct themselves in a courteous, professional and efficient manner at all times.
- 1.7. Apply for and maintain a current “Working with Children” check.
- 1.8. Prepare and deliver both verbal and written reports to the Archery Victoria Board (both ad-hoc before, during and at the completion of the Championship with a formal report to be submitted to the Archery Victoria Board within 14 days of completion of the event.

2. Personal Attributes

The Team Manager should have the following Personal Attributes:

- 2.1 The ability to lead and clearly communicate in a team environment.
- 2.2 Good inter-personal skills.
- 2.3 Extensive experience of tournament archery - preferably as a Competitor, Official, or Organising Committee member.
- 2.4 A detailed understanding of Archery Australia and World Archery rules.
- 2.5 Prior experience of managing teams at a State level (preferred).
- 2.6 Be familiar with the operation of the Archers Diary website.

3. Planning and Preparation

The Team Manager will need to:

- 3.1 Have effective planning & preparation skills.
- 3.2 Be able to assess and respond to unexpected events.
- 3.3 Hold a current basic first aid and CPR qualification.
- 3.4 Be able to perform a venue specific site and amenities assessment. The Team Manager should request a copy of the Risk Assessment conducted by the Local Organising Committee for the event. This Risk Assessment should be reviewed to determine any issues that may arise for athletes – including para & VI athletes. A visual inspection should also be undertaken on first arriving at the venue/s.
- 3.5 Prepare documentation for location specific attendee induction.
- 3.6 Ensure adequate basic onsite provision for archers' hydration, nutrition, health, and safety.
- 3.7 Be willing and able to carefully explain and delegate tasks to assistants/selected parents.
- 3.8 Complete (as a minimum) online training from Sports Integrity Australia Level 1 anti-doping & the ASC Community Coaching Essential Skills course
- 3.9 Hold a current Victorian Working with Children Check and make themselves familiar with similar legislation in effect in the State in which the Championships are being held.
- 3.10 Complete the 11 Child Safe Modules currently available via the VICSPORT website. Details are available from secretary@archeryvic.org.au
- 3.11 If the event is held interstate, the Team Manager should make themselves familiar with any Child Safe or Vulnerable Persons information specifically applicable to that state.

4. Suggested Preparation Schedule

The following suggested preparation schedule does not cover every eventuality which the Team Manager may need to deal with. It is to be used as a guide and additional items may need to be added for any given event.

Activities PRE Team Selection:

- Utilise Archers Diary and stay in regular contact with AV to ascertain team makeup as early as possible.
- Ensure all prospective competitors are aware of team application cut off dates & MQS submission dates.
- Identify nearest acceptable accommodation to competition site for self (and where necessary - for team).
- Compile and submit an approximate budget for the event including your own accommodation and transport.
- Book your accommodation / transport as required.
- Liaise with the team members and Archery Victoria in relation to ordering and distributing State Team Uniforms.

Activities PRE event (lead up):

- Obtain all available contact details for each Team Member (or guardian as applicable) - AV is the best provider of this information.
- Contact each Team Member directly to introduce yourself, and advise the basics of your role.
- Ensure Team Members have contacted AV to confirm acceptance of offer.
- Get details of team uniform requirements from each Team Member and pass to AV a minimum of 6 weeks prior to the Championship.
- Obtain a list of ALL AV registered competitors from the organising committee.
- Secure maps of competition site & nearby accommodation sites including paths of travel.
- Locate nearest access to Hospitals & Police.
- Identify any special requirements for members of Team (e.g. dietary, medical)
- Identify nearest local supplier of groceries.
- Locate the details of the nearest pharmacy and medical facility.
- Identify and contact a good quality local venue to host a team (and family) dinner.
- Locate nearby activities for after hours if possible.
- Ensure funds are available from AV to cover costings. Budget to be submitted to AV at least 6 weeks prior to the event.
- Establish Team Officials group, including the assistant Team Managers - if possible both sexes are to be represented.
- Contact Local Organising Committee (LOC) to advise of Team Manager and Assistant Team Officials names to provide point of contact and to be provided endorsed status for each official. (An official letter from AV may be required)
- Advise all registered AV competitors that navy blue is the required shirt colour to be in the opening ceremony, remind State Team Members of requirement to wear State Team uniform for opening ceremony and remind all of the AA dress code.
- At a minimum have a hard copy of the World Archery Shooting Rules and be familiar with where in them to find information: an electronic copy is useful in addition.

Activities PRE event (1 week before):

- Confirm travel arrangements for self & all Team Members.
- Confirm accommodation arrangements for self & all Team Members. After hours contact numbers for all Team Members (and parents as necessary) must be provided.
- Ensure uniforms are received and correct.
- Ensure transport of, or access to, any equipment required at event site (esky/s, gazebo/s, seating).
- Remind archers regarding archery spares / backup / ancillary equipment.
- Issue information packs to Team Members regarding maps of competition site & access to facilities.
- Remind archers that they should pre-arrange telephone or other support from their coach.
- Make sure each archer is entered in the right bow type and age category for each event.
- Ensure first aid kit is complete and all contents are within date.
- Ensure Victorian Flag is available for opening ceremony. Ensure you have access to Archery Victoria banners for the duration of the Championship. (Flags and banners are available from Archery Victoria).
- Determine team captains as necessary and flag bearer as necessary.

Activities AT event (for event duration):

- Register as Team Manager, coordinate registration of additional Team Officials.
- Purchase required consumables for the day's events and attendees.
- Arrive at venue and secure the best possible location available (consider centralised for all events).
- Set up equipment as accessible as possible for use during competition.
- Prepare food & drinks for usage over the day (cut up fruit into containers, water & ice into eskies).
- Ensure adequate access to water, fruit, sunscreen, etc. is known and easily available to competitors.
- Introductions to Tournament Organiser, Organising Committee members, and any Judges or Officials onsite.
- Confirm start times, practice locations, and muster points for daily events with Officials.
- Attend Team Managers meeting.
- Meet and greet with Team Members and accompanying families for introductions and onsite induction.
- Advise all Team Members and AV entrants of relevant information from Team Managers meeting regarding facilities & hazards.
- Ensure Team Members are registered and have completed bow inspections.
- Ensure Team Members make it to the correct starting points on time.
- Keep in contact with all competitors during the competition.
- Monitor all competitors for duration of day's events.
- Lead team meetings as applicable at least daily for the event.
- Encourage archers to support fellow Team Members if they have finished but others

- are still competing.
- Provide guidance and leadership to archers, families, supporters on appropriate behaviour towards others at the tournament.
- Provide guidance and leadership on use of social media - along the lines of 'only post positives'.
- Provide Archery Victoria with photos and social media content at least once per day.
- REPEAT EACH DAY OF COMPETITION!

Activities AFTER event (within 14 days of completion of event)

- Acquit advance to AV.
- Submit event report to AV – including any incidents during the event, highlights for Victoria during the event and suggestions for improvement and additions/deletions from this checklist.
- Return flags, banners and first aid kit to Archery Victoria.
- Self-reflection on your performance in the Team Manager role and any areas identified for improvement (for yourself and others in the role).