



PISTOL AUSTRALIA INC.

TEAM MANAGER RESPONSIBILITIES (ATS012)

The position of Team Manager is to be approached with pride and dedication. First and foremost it is the Team Manager's responsibility to represent Pistol Australia (PA) in ensuring that policies, procedures, rules and directions of PA Management are supported and appropriately communicated to team members. Similarly, it is the role of the Team Manager to ensure that the conduct of the team is a reflection of both PA and the Australian nation.

The conduct of a successful tour will depend on the Team Manager's ability to plan and manage all aspects of the team's arrangements and in this capacity the Team Manager's role is to liaise with the PA Sports Administrator with respect to the organisation and coordination of all aspects of the team as specified herein and as directed from time to time. In addition it is the Team Manager's responsibility to be the liaison between PA and the team, and where applicable, lead the team to meet all protocol responsibilities whilst on tour.

DUTY OF CARE

The Team Manager must take reasonable care to avoid acts or omissions, which can reasonably be foreseen likely to injure any team member(s) under his/her charge. It is expected that the Team Manager will take all responsible steps to avoid any event that may cause injury to any such persons.

TERM OF APPOINTMENT

The Team Manager's term of engagement will commence from the date of appointment and conclude fourteen (14) days after the last day of competition having ensured that all required reports are submitted to PA by the due date.

DUTIES

The Team Manager will be required to manage the best interests of the team within the broader parameters of the best interest of PA and in accordance with any direction and criteria as laid down by PA. The Team Manager's duties include, but are not limited to:

1. IN GENERAL

In general, the Team Manager will be required to:

- Act at all times to promote the interests and requirements of PA to the team members in all dealings with PA and officials of the respective competition;
- Ensure the smooth conduct of the team by directly taking on responsibility for all administrative tasks while on tour;
- Keep PA and team members informed of the team's activities;
- With PA approval and where necessary provide media representation of the team and of PA;
- Monitor the discipline and behaviour of team members at all times when representing Australia in any activity ensuring such discipline and behaviour are of an acceptable standard and compliant with the expectations of PA; and;



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- Be on duty for the full duration of all team activities, which includes travel to and from the respective international competition.

2. IN AUSTRALIA

- Where applicable, liaise with the Organising Secretary of the international organisation regarding requirements for the respective competition;
- Confirm final date for submission of entry forms and advise PA accordingly;
- Ensure completed competition entry forms are submitted to PA in a timely manner to ensure final submission date is met;
- Confirm competition entry and registration fees and advise PA accordingly;
- Confirm competition and training dates and advise PA and team members accordingly;
- Liaise with PA regarding appropriate travel arrangements ensuring that PA co-ordinates and books all travel arrangements not individuals;
- Supply spreadsheet (as provided by PA), detailing separately, each team members' sports equipment to be carried on the aircraft as. Details include:
 - Number of firearms per team member,
 - Make, model, serial number and calibre of each firearm,
 - Amount (kgs) of ammunition to be carried by each member,
 - Dimension of each team member's gun case,
 - Weight of each team member's gun case,
 - Any other information as requested by PA,
- Investigate airline policies regarding baggage allowance and excess baggage policies and advise PA and team members accordingly;
- Organise Singapore Transit Permit if transiting through Singapore;
- Organise export / import forms/permits and visas where necessary;
- Verify that team members have organised all of their equipment, permits and uniforms;
- Ensure all team members are aware of all arrangements and requirements including match schedules, doping policies, regulations and penalties;
- Liaise with PA to ascertain any needs of the individuals or the team as a whole;
- Attend meetings of Team Managers as required and/or as expected;
- Maintain communication and provide information to the PA Office on ALL matters; and;
- Ensure submission of Competitor Feedback Reports within two (2) weeks of the competition.



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3. AT COMPETITION

- Liaise with the organising committee, general team management (if applicable), confirm entries, arrange and publicise transport schedules;
- Attend any technical or other meetings as required;
- Allocate responsibilities for supporting athletes during training and competition, as necessary;
- Conduct team meetings as deemed necessary;
- Liaise with relevant staff regarding the form and conduct of the athletes to maximise the team's performance;
- Submit to PA a daily report that includes results, short stories, short videos and pictures – phone standard is suitable;
- Ensure that a high standard of individual and team behaviour is maintained at all times; and;
- Perform a team management / support role and not that of a competitor.

4. ON RETURN

- On return the Team Manager is required to:
- Account for all monies and expenditure relating to PA Team expenses to PA within two (2) weeks of the last day of the competition;
- Ensure all team member's competitor feedback reports are submitted to PA within two (2) weeks of the last day of the competition; and;
- Provide a detailed report of the competition to PA within two (2) weeks after the competition. This should include a full set of results, pre-departure preparation, travel arrangements, accommodation, team administration, team performance and any incidents of individual behaviour.