

# ROLES, DUTIES AND RESPONSIBILITIES

Even though there are traditional roles for specific positions, in School Sport NT our first responsibility is to the team as a whole.

As many of our teams now travel in larger groups of officials, we have identified individuals with a role, but the team members will need to decide their specific duties within that team. You should document who is doing what so as a team you can support each other. Geography need not be a selection for your chosen or dobbed duty. Some lateral thinking may need to be invoked and some creative strategies put in place.

Following is a list of most of the different duties you will need to share with others. Your team may wish to add to this list.

- Goal setting
- Team building activities
- Budget responsibility-setting up, acquitting of financial statement
- Collection, receipting and banking of monies
- Payment of accounts
- Fundraising
- Sponsorship
- Coaching the team members with you as well as those in other geographical areas
- Training programs – including skills and drills
- Medical team “Dr/Nurse” – preventative and treatment
- Travel arrangements and payments
- Uniform with try on kit, orders, provisions
- Team presentation prior to travel
- 2 day preparation time before departure
- Protocols and presentations while away
- Billeting and other accommodation and the preparation of your kids before they depart
- Newsletters and other forms of communication
- Database entry
- Receiving and sending correspondence
- ATSIC
- Photos
- Media reporter
- Equipment chaser and keeper of the key as well as returning
- Collection of and checking initial paperwork at selection time
- Report collation and writing
- Ensure rules and previous recommendations are given to all team members

## A. Team Manager – Specific Role

### General

1. The Manager shall be ultimately responsible for the **safety and well being** of all team members.
2. The Manager shall discuss **travel and uniform** costing details with the Executive Officer.
3. Together with all team officials submit a proposed **budget** for approval by the Executive Officer as soon as possible after the Interstate Team Officials Inservice.
4. **Attend** NT event.
5. Ensure completion of NTDEET **documentation** for officials and players, (Movement Requisition, School Sport NT Permission Form), collate and keep for Championship / Exchange verification. Send to School Sport NT office after event.
6. **Inform** schools / parents / squad players of Championship / Exchange and travel details.
7. Supply the Executive Officer with the required **uniform measurements** of officials and players (try on uniform kit provided).
8. Write, collate and send **report** to the Executive Officer within 30 days of Championship/Exchange completion.
9. Arrange the collation and **issue** of team uniforms.
10. Operate a **bank account** for collection of all team levies and payment of accounts.
11. All monies collected to be **receipted** in receipt book and all payments to have a **paper trail** (invoices). Team lists, billet information to be collated and sent to School Sport NT Office. Special needs should also be advised.
12. Inform the Executive Officer of confirmed dates of travel, the numbers of persons travelling, before travel occurs. Any changes in personnel to be notified immediately.
13. Inform school principals, parents, and players of the names of **final team** players selected immediately after selection, and inform unsuccessful players as well.
14. Players must be under appropriate **supervision** at all times - either with team official or host family. Do not leave players in the charge of other people or other state officials (if medical attention is required, team manager must accompany child, and in such emergencies responsible emergency measures may be taken).
15. Keep records of **ALL** correspondence notes and briefs for future reference.
16. Send a **minimum of 3 newsletters** to parents. Copies of these and any other information must be sent to the Executive Officer, School Sport NT.
17. Cooperate with and assist the coach in overall conduct of **team preparation**.
18. Should team management feel that a team member should be sent home because of any **misconduct** of a serious nature or any other reason, contact should be made with the Executive Officer to discuss the matter.

Although Managers and Coaches have their own individual duties there is a great deal of overlap and cooperation.

#### 19. Facilities

Check hospital / medical facilities near to the venue. Assist students **to pay all medical** costs at the time. Do not leave bad debts to be picked up by the Host Association, or the Committee, or the billeting family. If absolutely essential pay the bill and collect from the parents when you return.

### Some Timelines

#### 1. Prior to NT Exchange/Championship

- a) Attend Interstate Team Officials Inservice
  - Confirm travel costs and dates
  - Prepare budget
  - Book team meeting with Executive Officer to confirm team arrangements
  - Discuss with team officials, plans for 2 day Pre-event team time
  - Discuss training schedules and plans
  - Check fundraising activities
  - Discuss selection criteria
- b) Check with School Sport NT Office that
  - Team information sheet has been sent to NT Convenor for distribution at least **3** weeks prior to event (levy, selection criteria etc)
  - Squad presentation package is ready
  - Unsuccessful letter copy is ready if needed
  - Try on kit has been booked with School Sport NT Office
  - TIO shirts and certificates are ready for presentation at Closing Ceremony

#### 2. Four weeks before

- a) Ensure:
  - Levies paid
  - All forms received and signed
  - Playing uniforms ordered
  - Sports equipment ready
  - Third Newsletter - updates, dress requirements, travelling uniforms, things to pack, intensive week programme, billet information.
- b) Follow up unpaid ATSIC and other sponsorship and funding promises.
- c) Check that billeting information sent to School Sport NT office and private billets organized
- d) Pay the Executive Officer airfare account.
- e) Send names of travel group to Qantas.

#### 3. Two weeks before

- a) Collect and label uniforms
- b) Send final Newsletter.
- c) Contact media for release.

#### 4. When team is together - 2 days prior to event

- a) Advise team of desirable conduct.
- b) Advise team of departure requirements.
- c) Distribute and check uniforms.
- d) Collect tickets as arranged with Qantas.
- e) Ensure you have copies of School Sport NT Permission Form with you and other documentation if required.

- f) Prepare players for positive experience.
- g) Remind media.
- h) Organize phone contact to receive game reports to pass on to media - check with the Executive Officer.
- i) Reminder re gift for host family.
- j) Organize farewell presentation - invite School Sport NT President and Executive Officer.
- k) Have team photos taken – Infocus Photography

#### 5. Departure

- a) Check tickets in hand; be there 60 minutes beforehand.
- b) Take equipment
- c) Check bodies.
- d) Check uniforms.
- e) Check baggage.
- f) Collect pocket money (if applicable)
- g) Check that parents know of time / date of return.
- h) Supervise conduct on boarding / in travel / on disembarking
- i) Ensure students and parents have written copies of billet info and official contacts.

#### 6. On Arrival at Venue

- a) Introduce yourself to the host.
- b) Check all Championship / Exchange details with Convenor.
- c) Advise coach / team of changes.
- d) Supervise billet dispersal.
- e) Record any alterations to billet list.

#### 7. During the Championship / Exchange

- a) Check billeting daily
- b) Enquire daily after student welfare (lunches, water etc)
- c) Distribute equipment with care.
- d) Supervise conduct of team members at all times and ensure that playing attire is satisfactory.
- e) Co-operate with the host organizer.
- f) Check return travel to billeting homes at completion of days play.
- g) Utilize press facilities available.
- h) Attend all functions / activities arranged by host organizer with coach.
- i) Compile necessary information for report.
- j) Check medical and injury update each morning
- k) In the event of inclement weather team officials are responsible to see to the welfare of team members.
- l) Attend managers / delegates pre and post Championship / Exchange meetings.
- m) Remind children to give gift.
- n) Swap pins according to sport protocols
- o) Report any special jubilations and/or concern to the Executive Officer

#### 8. Completion of Championship / Exchange

- a) Ensure that team members are aware of return travel details.
- b) Collect all equipment.
- c) Pay all outstanding accounts.
- d) Say thank you with presentations.
- e) Thank billeting families from School Sport Nt perspective

## 9. Return Travel

- a) Arrive at departure point 60 minutes prior to scheduled departure time.
- b) Book luggage through and check team lists. Make suitable arrangements in the event of absent team members. Notify the Executive Officer if necessary.
- c) Notify the Executive Officer and parents of any alterations to return home details.
- d) Return unspent pocket money and valuables to team members.
- e) Supervise conduct in transit.
- f) Ensure safe return of team members to their homes.

## 10. On Return

- a) Pay **all** bills.
- b) Collect and return equipment to rightful owners.
- c) Submit a written report within **30 days** to the Executive Officer, with all records.
- d) A complete Financial Statement with paperwork **must be complete**
- e) Arrange to meet with Finance Officer in School Sport NT office to finalize financial statement **before** any refunds
- f) Ensure **all** parents are aware of any injuries and their needed follow up treatment
- g) Answer questions for School Sport NT Council debriefer within 2 weeks of return
- h) Ensure parents are aware of any achievements or misconduct that is relevant to their child/children
- i) Ensure Executive Officer is aware of any special achievements or misdemeanors which may warrant attention

## B. Coach – Specific Role

### General

1. Prior to NT Exchange/Championship
  - a) Attend Interstate Team Officials Inservice
    - Confirm travel costs and dates
    - Prepare budget
    - Book team meeting with Executive Officer to confirm team arrangements
    - Discuss with team officials, plans for 2 day Pre-event team time
    - Discuss training schedules and plans
    - Check fundraising activities
    - Discuss selection criteria
  - b) Check with School Sport NT Office that
    - Team information sheet has been sent to NT Convenor for distribution at least **3** weeks prior to event (levy, selection criteria etc)
    - Squad presentation package is ready
    - Unsuccessful letter copy is ready if needed
    - Try on kit has been booked with School Sport NT Office
    - TIO shirts and certificates are ready for presentation at Closing Ceremony
2. At the NT Exchange/Championship
  - a) **Attend** NT Championship / Exchange as full time selector.
  - b) Organize **training program** for NT Team prior to Interstate Championship / Exchange including 2 day training period immediately prior to departure
3. Following NT Exchange/Championship
 

**Liaise** with manager prior to the team assembling and cooperate in the overall conduct of the Championship / Exchange.
4. When team is together – 2 days prior to event
  - a) Although coach and manager have their own individual duties, there is a great deal of overlap and **cooperation**.
  - b) The coach is **responsible for developing** teamwork, spirit, harmony and skills amongst all the players.
  - c) The coach should stress **fair play** and sportspersonship at all times.
5. During the Exchange/Championship
  - a) The coach should take immediate **disciplinary action** on any player who resorts to foul tactics or openly brings discredit to School Sport NT by showing aspects of poor sportspersonship, e.g. verbally attacking an umpire's decision.
  - b) The coach is responsible for the **physical well being** of the player both at training and during competition - take note of injuries received by players and ensure that any necessary medical attention is forthcoming and paperwork completed.
  - c) On tour the coach should **assemble players** at least once a day for either team discussions or active coaching routine.
  - d) The coach is responsible for aspects of **public relations** if applicable.
6. On return
 

Prepare and submit **game reports** with recommendations for the future, in conjunction with manager's report.