

# TASK SHEET

		TEAM MANAGERS	
TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Know the rules of play	H	Ensure you clearly understand yours and your team's obligation to club rules and procedures.	Prior to season starting
Know the codes of conduct for Volunteers	H	Understands the codes of behaviour for yourself, players, parents, team supporters and the penalty and <b>reporting processes for non compliance.</b>	Prior to season starting
Know and implement the codes of conduct/ behaviour for players	H	Report all players/parents/coaches or officials that do not comply with code &/or have non acceptable behaviour immediately or as soon as practically possible.	Always
Equipment safety	H	<p>Prior to each training and game the team manager is responsible for checking the safety of all equipment that they are responsible for prior to commencing.</p> <p>Be vigilant to avoid the transmission of any blood, body fluid, or transfer of diseases. (Take extra care with towels, water bottles, sponges etc).</p>	Always
Child Protection	H	<p>Ensure you and your assistant's sign that they have read and understood their obligations and the clubs expectation for child protection.</p> <p>Ensure you and your assistant's are vigilant in implementing child safety procedures such as: ( when child leaves the team to use the toilet, who can take the child on completion)</p>	Prior to season starting
Communication	H	<p>Ensure participants and/or their parents/guardians are kept up to date with the club and team information.</p> <p>Ensure you protect the player's information as this a requirement under the Privacy act. (Consider blinding email addresses when communicating)</p>	Always
Players Safety	H	Be aware of the risk associated with the activities and the ever changing surrounding environment.	Always
Administration	H	<p>Pre-season forms are required to be completed and signed appropriately such as:</p> <ul style="list-style-type: none"> <li>• Team details</li> </ul>	Pre Season
	H	<p>Ensure all Game administration forms required to be completed and signed are completed. Forms such as:</p> <ul style="list-style-type: none"> <li>• Team sheet</li> <li>•</li> <li>•</li> </ul>	Each Game

## TEAM MANAGERS

TASK	RISK FACTOR	EXPECTED OUTCOME	WHEN
Financial Management	H	Ensure the team's financial obligations are up to date as defined by the club committee.  Ensure appropriate receipts/or forms are utilised to track all payments.	Prior to the Season/ Each Game
	H	If players are struggling to meet their obligations the team manager is required to bring this to the attention of the appropriate club representative.	Always

### KEY RISKS

Environmental Risks	<ul style="list-style-type: none"> <li>Know where the potentially high risk areas are around your player's environment (toilets, car parks, and bush) and ensure players are aware of the safety rules and potential risk associated with each high risk area/s.</li> <li>Remember <b>player safety</b> should be paramount during the decision making process.</li> <li>In extreme conditions - increase players fluid intake, assist players to cool down appropriately, know what can be done to decrease or increase core temperature.</li> <li>Inform the coach if environmental risks occur or are having an impact.</li> </ul>
To Players Safety occurs when	<ul style="list-style-type: none"> <li>When you do not know the rules and you don't implement common sense when carrying out your duties as team manager - Be aware of the changes in the surrounding environment - <b>most risk occurs due to complacency.</b></li> <li>When you are not vigilant to avoid the transmission of any blood, body fluid, or diseases. (Take extra care with towels, water bottles, sponges &amp; all shared equipment),</li> <li>When you don't know how and what unacceptable personal contact is and</li> <li>If unacceptable personal contact occurs it is not dealt with immediately or reported appropriately. <b>One of your key roles is to Protect participants in your charge</b></li> <li>If you don't ensure participants are not harassed or bullied by any person on or off the field of play.</li> <li>If you don't ensure parents understand their obligations to the sport, the club and participants.</li> </ul>
Over diligent parents	<ul style="list-style-type: none"> <li>The greatest risk to junior participation is <b>overbearing parents.</b></li> </ul> <p>The parents' code of conduct is designed to avoid such situations. The risk for the clubs is for team management to not report known or expected breaches of the parents or spectators codes of behaviour &amp;/or allowing such behaviour to occur with your teams participants.</p>

NAME OF POSITION  
HOLDER:

\_\_\_\_\_

SIGNATURE OF  
POSITION HOLDER:

\_\_\_\_\_

DATE / /

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