ROLES AND RESPONSIBILITIES - MONASH UNIVERSITY APPROVED SPORTING EVENTS

University Team Manager (UTM)

UTM Role

The Monash University Event Team Manager (UTM) oversees and coordinates the University’s participation in approved sporting events (including AUS sanctioned events).

[Note: At large scale events such as the Australian University Games, the USM may appoint one or more Assistant Monash University Team Managers to perform some of the UTM’s duties. The UTM will document this appointment and the roles it will perform.]

UTM Responsibilities

[Note: These are summarised here and set out in detail in the attachment to this document.]

The UTM assumes the role and responsibilities of the Monash University USM where the USM is not required or not present at an event.

The UTM leads, manages and takes responsibility for all aspects of the university team’s preparation and participation in the event.

The UTM develops and maintains a budget for the event.

The UTM is the point of liaison between the University, sport specific Team Organisers, event organisers (eg, AUS) and event staff.

The UTM delegates agreed duties to Assistant UTMs and assigns duties to support personnel (eg, Trainers, Support Crew) as required.

The UTM ensures all Monash University and AUS administrative requirements are completed prior to the event.

The UTM will be in attendance at the event from an agreed time prior to the Opening ceremony and after the Closing ceremony.

The UTM responsibilities apply from the time of appointment until the agreed actions arising from the post event After Action Review are concluded to the satisfaction of the University.

UTM Qualifications

A University staff member holding a Team Leadership role within the sport or student services (or equivalent) departments of the Campus Community Division., with at least four years experience in leading, managing and/or organising teams at an AUG or higher level event.

Appointment

The Director Team MONASH appoints the UTM for each approved sporting event at the commencement of the event Campaign.

Accountability

The UTM reports to the Director Team MONASH (USM).
UNIVERSITY TEAM MANAGER RESPONSIBILITIES – WITH SPECIFIC REFERENCE TO AUS SANCTIONED EVENTS

Prior to the Event

- Coordinate the dissemination of information to clubs and students on all campuses regarding the event. Check all event circulars posted on the AUS website for most up to date information.
- Organise travel and accommodation requirements for staff.
- Oversee the appointment of Team Organisers, Coaches, Sport Trainers and Team Support.
- Coordinate travel and accommodation requirements for teams through preferred suppliers.
- Oversee all entries into the event - numbers, events, teams, fees, eligibility.
- Convene regular meetings as required of sport specific Team Organisers before the event.
- Coordinate and book Team Organiser meeting location and venues in event city to distribute accreditation passes and to provide key event information prior to the start of competition.
- Coordinate and book location and venue for meetings to be held with your Team Organisers during the event.
- Liaise with Team Organisers and suppliers to provide team uniforms and ensure they are on brand.
- Ensure familiarity of AUS registration system to manage registration of teams and participants.
- Make arrangements for team physiotherapist / medical assistance.
- Ensure all team members complete and sign code of conduct, participation agreement and medical forms.
- Organise the appointment of the team captains.
- Coordinate team trials and training sessions with Team Organisers and Monash Sport.
- Organise and attend the Pep Rally prior to team’s departure.
- Compile an annually updated event manual for Team Organisers.
- Ensure all Support Staff are aware of their roles and responsibilities.
- Return to AUS or event organiser any trophies from previous year.
- Ensure minimum team numbers are reached in all teams entered into team sport competition.
- Be available to sit on event committees including: Green and Gold (merit team awarded for each sport - for AUG only), disputes and disciplinary.
- Read and understand all relevant AUS policies and procedures relating to the event.

During the Event

- Arrive at the event city prior to the athletes to establish the location of the sport and social venues, Games centre, team accommodation, police station and hospital.
- Introduce staff to key AUS and event officials.
- Visit Games centre at allocated time to collect accreditation passes, lodge cross accreditation or late entries and to confirm any other administration requirements.
- Attend the university team managers (UTM) meeting at the start of the event (if held).
- Ensure all sport specific team managers attend sports specific meetings (if held).
- Meet with all sport specific team managers to ensure safe arrival of teams and pass on information from UTM meeting, and advise of how to access via the AUS website/mobile.
app to check draws throughout the week. Hand out accreditation passes for team captains to distribute to each player.

- Ensure the safety of competing students:
  - Encourage responsible drinking practices
  - Encourage students to travel in groups to and from the social program and look out for one another
  - Encourage Team Organisers to take control of their teams and especially look after younger students (18-19) attending their first Games (implement a buddy system)
  - Incidents and accidents must be reported to UTM
  - Contact AUS staff for assistance if required

- Resolve any accreditation or draw issues prior to the start of the sport program.
- Ensure sport specific team managers are aware of their team duty requirements. Team duties are outlined on sport draws and differ for each sport.
- Hold at least one sport specific team managers meeting during the event.
- Ensure that at least one UTM is always available to assist a student in a difficult situation – therefore no drinking for that staff member.
- Take responsibility for the management of any accident/incident involving team members.
- Notify event project manager and university of any major incidents in line with critical incident management protocol.
- Be aware of the accommodation addresses, contact numbers of all team members and emergency contacts during the event.
- Provide representation at any dispute/disciplinary meeting involving team member/s.
- Ensure that all athletes are dressed in university colours/uniform for any official functions. Assemble the team for any official functions.
- Attend the opening ceremony and closing presentation, and encourage team attendance, particularly for the opening.
- Oversee any official requirements of the university team at the closing presentation. Ensure team captains are in attendance and briefed on receiving their pennant (if won).
- Attend UTM social functions at the event as required.
- Attend daily UTM meetings (if held).
- Visit all teams at least twice during the week of the event.
- Speak on behalf of the team as required.
- Ensure daily newsletter/enews/social media posts are distribute to sport specific Team Organisers and the University.
- Forward results to the university daily.
- Complete incident reports for any injuries sustained throughout the week and ensure injured player is given relevant insurance claim forms to submit within required timeframe.

After the Event

- Submit a report to the Team MONASH Director after the event on all aspects of the organisation and participation of the team in the event.
- Complete event UTM survey and return to event project manager.
- Conduct an event AAR and provide recommendations on improvements. Liaise with team organisers to ensure their sport specific recommendations are voiced.
- Submit results to media personnel at the university and assist with articles for publication.
- Collect sport specific team manager reports.
- Follow up on any injuries that may involve an insurance claims.
- Start again