ROLES AND RESPONSIBILITIES - MONASH UNIVERSITY APPROVED SPORTING EVENTS

University Team Organiser (TO)

TO Role

A Team Organiser acts as a coordinator for their team and liaises with Monash University Staff to ensure all arrangements are in place for their team to compete in the event.

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

Liaise between their team and the Monash University Event Team Manager (UTM) and is a primary point of information and communication between the University and team members before and during the event.

Responsible for logistical arrangements for their team (eg, accommodation, flights, training, event registration, transport, equipment) in consultation with the Monash University Event UTM.

Ensure, in conjunction with Monash University staff, that all their team members behave in a safe and respectful manner while representing Monash University both in the competition and in the social environment.

Notify the UTM or other designated university staff member of any emergency, any serious player injuries and any incident that may reflect poorly on any team member, the sport or the university.


TO Appointment

The Director Team MONASH appoints each TO on recommendation from the UTM following a nomination, interview and selection process.

Accountability

TOs are accountable to the Monash University Event Team Manager (UTM).
TEAM ORGANISER (TO) RESPONSIBILITIES – WITH SPECIFIC REFERENCE TO AUS SANCTIONED EVENTS

Prior to the Event

- Submit a Nomination form for the position and be available for an interview.
- Upon appointment to the position, act as a liaison between the Team and Monash University UTM.
- Attend all TO meetings and information sessions.
- Communicate all relevant information to team members.
- Attend PwC Leadership program sessions and any other leadership sessions as required by the University.
- Ensure constant communication about team preparation with the event UTM and Team MONASH staff.
- Investigate and book appropriate accommodation for your team through the Monash University approved accommodation agent.
- Investigate and communicate appropriate flights for team members to attend the event.
- In consultation with event UTM, recruit support staff (Coach, Sport Trainer, Team Support) as required.
- In consultation with Team MONASH, be proactively involved in the recruitment of Monash University students interested in being members of the Uni Games team. This includes implementing strategies to recruit members from all student cohorts and Monash University campuses.
- Assist with the selection of the team as set out in the Uni Games Selection Policy Guidelines and inform all parties of the team selection.
- Ensure selected team members register online on the AUS registration system for the Games and pay in full the appropriate entry fees and additional ticket options.
- Ensure all Participants have acknowledged the Monash University Participation Expectations document.
- Ensure all Participants have supplied requested information for the team sheet.
- Ensure all Participants have signed off the Monash University Representation Agreement.
- Distribute relevant information regarding the competition and other arrangements to team members.
- Gather and forward, all Participant information as requested by Monash University.
- Coordinate a competition uniform as approved by the Monash University Event UTM under the guidelines set out by Monash University Marketing.
- Coordinate team transport while at the event.
- Organise any sport specific equipment.
- Provide Monash University with all documents as defined by the Monash University Risk Assessment & Management Plan.
- Notify the Monash University Event UTM of any incidents that occur outside normal operating procedures.

During the Event

- Attend Team Organiser meetings and ensure all team members are aware of relevant information.
• Inform all team members of the time and place for the first team meeting at the venue
• Attend the sports specific team managers meeting (if held) on the day prior to competition to collect competition draws and any other information on behalf of the team.
• Ensure constant communication with the event UTM about all matters affecting team safety and performance on and off the field.
• Ensure all team members are fully aware of team requirements including travel itinerary, accommodation, match times and team duties.
• Set a positive example for behavioural standards and adhere to the Monash University behavioural requirements as set out in the Monash University Representation Agreement.
• Ensure your team is in university uniform for official functions, ceremonies and matches.
• Ensure team individuals arrive at the correct venue with adequate time for warm up and preparation prior to the commencement of the competition.
• Make sure that team duty commitments are met (e.g., scoring, boundary running etc).
• Ensure all athletes have checked in at the admin desk at the sport venue prior to competition.
• Provide reports and results to the Monash University Event UTM.
• Prior to lodging any protest, notify the University Team Manager.
• In conjunction with Monash University staff, ensure all your team members behave in an appropriate manner at all times while representing Monash University both in the competition and in the social environment.
• Notify the UTM or delegate of any incident that may reflect poorly on any team member, the sport or the university.
• Notify the UTM or delegate immediately of any emergencies and/or any serious player injuries.
• Act as a spokesperson for the team if approached by media and as per university media policy.
  If asked questions about the Monash University team, refer them to the Monash University Event UTM.
• Refer all Event judiciary matters to the Monash University Event UTM. The UTM shall then be responsible for coordination of appearance and representation of the player/official.

**After the Event**
• Attend the Team Organisers After Action Review meeting.
• Complete the Team Organiser Report and submit it to the UTM within two weeks of the event.
• Provide suggestions to Team MONASH to assist future participants in University approved sporting events, including AUS sanctioned events.