

# MANAWATU WANGANUI GOLF - TEAM MANAGER

## MANAGER ROLE DESCRIPTION

The major role of the manager is to continue routines and processes whilst undertaking the four most important tasks - feeding, moving, supporting and monitoring the players.

### Event Descriptions for Managers

Managers will receive event programmes, timetables and report templates at least one week prior to each representative event. This information will be forwarded by the Representative Programmes Manager.

When an assistant manager is travelling with the team the manager and assistant manager will work together in sharing the driving, cooking, shopping and general duties where necessary.

In the event of a manager having to use their own vehicle, a reimbursement of .35cents per KM will be made.

### The Role involves the following:

#### **Pre Event**

- Collect any uniform and golf bags required for the event
- Collect any equipment required for the event
- Pick up association van and or trailer if required
- Pick up players at designated times and places
- Transport players to the venue.

#### **At Event**

- Ensure players are correctly attired in representative uniform for all golf including practice rounds and official functions
- Organise catering accounts with the caterer if required
- Attend any managers meetings to obtain specific event information for players use. Forward any questions from the players to the event coordinators. Record notes that may need the later attention of Manawatu Wanganui Golf Inc.
- Liaise with accommodation hosts.
- Run a brief player meeting outlining timetable and eating arrangements for the event. Allow team captain to run the "playing" parts of any meeting..
- Cook and prepare meals if and when needed
- Shop for breakfast and on course requirements
- Ensure curfew of 10.30pm is adhered to. Record any infractions for further action by committees.
- Look after disciplinary problems such as inebriation with Team Captain. All infractions to be reported on event report.
- Wake players each morning
- Set up any breakfast items needed - if required
- Ensure the first player to commence arrives 30 minutes before their allocated start time.
- Ensure all players are ready to commence on time.
- On course, managers are able to caddy and offer advice to all team members, but Manawatu Wanganui Golf Managers are encouraged to enjoy watching the golf and relay

how players are going to other team members. The players have made the team on merit and shall be left to their own devices when playing.

- Receive cards from morning play to give to coordinators and ensure players are ready for afternoon tee times
- Receive afternoon cards (if played) to give to coordinators.
- Allow players the opportunity to have a post round practice session if they require one. Organise transport to return and pick them up
- Pay accommodation provider and obtain receipt
- Pay caterer and obtain receipt
- Attend any presentations and speak if required
- Receive all uniform back from the players
- Transport players back to designated drop off points

#### ***Post Event***

- Return all equipment, vehicles and uniform as indicated on the event run sheet
- Prepare a report for the committees on the provided template

#### ***As Team Manager***

##### ***I will:***

- Recognize that I am representing my province which requires that I set high standards of personal behaviour
- Encourage my players individually and as a provincial team to set high personal standards of behaviour
- Be reasonable in my demands on players' time, energy and enthusiasm.
- Operate within the rules and spirit of golf and encourage my players to do the same
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
- Be impartial, consistent, objective and courteous when making decisions
- Be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive
- Exercise the utmost caution when driving with teams.
- Exercise a level of supervision that could be expected of a prudent parent when managing junior teams, particularly where members of the opposite sex are present
- Show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition
- Respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background
- Promote adherence to anti-doping policies.

##### ***I will not:***

- Become intoxicated, or
- Drink any alcohol before driving any team members about, or driving a team vehicle.
- Drink alcohol at junior matches
- Permit any team member to become intoxicated whilst the team is assembled
- Allow the unlawful supply of alcohol to players (under 19 minors especially)
- Retire at night before the whole team has retired
- Use bad language nor will I harass players, officials, or spectators.

