

Responsibility

Oceania Team Manager is responsible to the AMA Board.

Duties

The following list includes but is not limited to details of the tasks normally completed by team managers.

Pre-Event

- Liaise with AMA Entries Clerk to obtain all details of athletes who have entered.
- Ensure all team members are aware of the relevant anti-doping policies and TUE requirements
- Set up and manage an AMA Facebook group or an alternative communication method, for the team as a means of members sharing information about the specific competition and to enable the sending of updates and quick announcements

During the Event

- Act as the liaison officer between the LOC and team members
- Work with any appointed team relay selectors to ensure teams are selected in a timely manner and that athletes are notified
- Ensure the necessary paperwork for team relays are submitted in a timely manner
- Assist athletes with protests and appeals should the need arise. Any costs associated with an appeal are borne by the athlete/team concerned
- Organise athletes to attend the Opening Ceremony and communicate AMA's wishes regarding the flag bearer
- Adjudicator for issues that may arise amongst athletes, coaches, officials and supporters
- Liaise with the nominated person at AMA regarding any inappropriate behavior, misconduct, injuries or illness experienced by team members

Post Event

- Submit a written report to AMA using the following headings:
 - * Overview – Team list, medal tally (attach detailed results for each team member)
 - * Pre-Departure
 - * Competition – venues, ceremonies, competition, relays, meetings, media, social
 - * Post-Event – media clippings, report, results distribution
 - * Recommendations
- Complete any required financial reporting

Proposed Code of Conduct

Athletes, managers and selectors are expected to:

- Respect the rights, dignity and worth of fellow athletes, administrators and officials
- Attend your medal presentation ceremony (this is not just for you but also the other medal recipients)
- Do not accept inappropriate behaviour from others
- Respect the talent, potential and development of fellow athletes and competitors
- Maintain high personal behaviour standards at all times
- Abide by the rules and respect the decision of the officials, making all appeals through formal process and respecting the final decision
- Cooperate with team management in relation to decisions reached for the good of the team