

Atlantis City Water Polo and Aquatics Club

Role of a Team Manager

A Team Manager is there to support the Coach by assisting with administration duties. The Team Manager will liaise with the Club Administrator and Team Coach to ensure that the season is enjoyable for all members.

- Use the Teamreach app to create a team communication portal that can be used to communicate relevant information
- Represent Atlantis and role model our ACWPA club values.
- Attend games and tournaments
- Arrange car-pooling/transport if needed
- Support for players and coach
- Follow all ACWPA's Health and Safety protocols
- Reports injuries and incidents to the club
- Head Injuries – please read and follow our head injury policy in the health and safety section. Again, notification must be made to the Age Grade Coordinator.
- Work with the Team Coach and Age Group Coordinator through any responsibilities including equipment usage
- Let the coaching team know if a player is sick or away for any reason

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Managers must:

- Communicate game details (meet time / game time / location / cap colour), table duty times and roster and training times to players and their parents. Load as many games in advance as possible. Check draw regularly and update as changes are made.
- Check for table duty – usually white caps are on table for next game. Blue are sometimes on table 2 games prior. BUT this is not always the case – ALWAYS check for table duty both directly after AND before earlier games. **The club gets fined if we miss a table duty.** Usual requirement is 5 people for table, and for younger age groups (e.g. U14) an adult to supervise – please check the rules
- For league games - understand who the team floaters are and arrange with the Age Group Coordinator if required. Each team has nominated floaters – these are the ONLY players who can be brought in to a team if short on players for a game. Using any player other than a named floater results in game default, points loss and fine.
- Read the tournament rules and help the coach ensure we comply. This is mainly about managing parents and player expectations - not coaching or instructing
- Allocate cap number to players for the league / tournament and put on Teamreach. Usual approach is to ask each player for 3 options, and then allocate with preference based on age (i.e. oldest gets first choice).
- Sit with the team and coach poolside. Know which side of the pool your bench is. 'White is right' as a player seated on the bench to start the game - if you are White caps, you start on the right side of the pool (facing officials table)
- Ensure that only Players, Coaches and Manager are on bench side-line during the game. Ensure that Parents and supporters are in the appropriate spectator areas
- Fill out the official game sheet on the officials table prior to the game – complete player, coaches and manager names. Indicate any players who are floaters
- Keep track of scoring and exclusions on a game sheet. Inform the coach of any player on 2 major fouls. If the table is not showing the correct score or exclusions then talk to the table and if necessary the referee at the end of the quarter to get this corrected.

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Managers should:

- help encourage fun and help model club culture
- prioritise 'we' over 'me' - you are there to support all your players not your child.
- encourage positivity and participation over 'win'
- take lots of photos before and after but never during game. Share to Teamreach and ensure coach has these for social media.
- Do anything to help the coach focus on coaching. e.g. Get the kids into game ready uniform on time with caps when warmed up
- record any injuries or incidents during the game. Notify the coach and officials straight away. Notify the Club when suitably convenient. Inform player's parent and ensure parent of any player who is younger than 18 (Note this is actual player age – not playing age group) is accountable on deciding whether player fit to play. If in doubt parent should consult and provide evidence from health professional.

Managers should not:

- Take responsibility for health and safety at a venue. Every pool has a designated official that should provide first aid. Obviously common sense applies here – help a player with e.g. a nosebleed, but escalate to trained staff at the pool as appropriate
- 'coach' poolside - you can't stand, give instructions, or call out to players.
- Undermine the decision of the coaches or assistant coaches. If parents or players complain/question or seek clarity - inform the coach and agree next steps.
- allow negative behaviour towards other teams/parents/players/clubs. Any official complaint must follow formal process.
- Use their phone when poolside during games

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Role of a Team Manager

Uniform and Equipment

- Uniform
 - Wear Club Manager polo poolside and for all official team/club duties including completing game sheets. This is our designated way of identifying that you are a manager vs. a parent, player or coach.
 - Wear black trousers, track pants or leggings.
 - Wear closed toe white sneakers. No Crocs, heels, sandals, Uggs. This is a rule for water polo not club.
 - Ensure all players arrive in correct mandatory gear; official togs, polo and shorts.
- Equipment:
 - Standard team equipment is a set of white and blue caps, a ball bag containing 5 or 6 balls and a bottle holder.
 - Count the caps, make sure all caps are in a set, before and after each game.
 - Wash or rinse the caps at end of the day. No high spin, dryer or fabric softener. A rinse off the chlorine and hang up to dry sufficient for quick turnaround tournaments.
 - Make sure you know player cap numbers. For younger players help them get correct cap on and help tie to ensure they stay on for game.
 - Put all player bottles in the holder prior to the game. Don't allow sharing. Carry to players and return at end of game.
 - Collect player goggles post swim warmup and return at end of game.
 - Do not allow players to play with balls/gear outside damaging ACWPA gear.
 - Do not allow players to damage venue gear.