
JUDO FEDERATION OF AUSTRALIA (ACT) INC.

DUTY SUMMARY OF TEAM MANAGER

1. To be responsible for travel arrangements for the team, both air and ground transport.
NOTE: Team refers to players, officials, coach and referees.
2. To arrange and purchase tracksuits for the team.
3. To arrange reasonably price accommodation for the team and referees.
4. To collect monies from the team.
5. To account for all monies and subsidies received.
6. To undertake all necessary correspondence with the team to ensure that the team knows the requirements of the Coach and Manager.
7. To know all the rules relating to the tournament in which the team is taking part and be responsible for informing the team of such rules.
8. To know the rules of entry to the tournament and to make sure that all entries are correct and paid on time.
9. To attend all meetings held at the tournament in relation to competing teams, ie, the Draws etc.
10. To maintain the draw during the competition or delegate responsibility to a capable person.
11. Be responsible for the behaviour of the team, and any person travelling with the team.
12. To prepare a written report and present it at the ordinary meeting following the competition