



Updated October 2022

Thank you for considering the Managers Position for a Harbour City team. Managing a team can be time consuming but it is also rewarding. The manager of each team in the club is appointed by the Executive of Harbour City Waterpolo and they should be able to answer any questions about the role prior to starting the position.

### **Managers role**

The team manager is responsible for planning and organising all the logistics that relate to the team in and out of the pool environment. This often involves planning and organising for trainings, travel, accommodation, food, event/game requirements, team finances, administration tasks, time management as well as the conduct of team members.

You will work closely with the coach to develop a high level of team spirit and camaraderie.

A key part of the role is to be the link of communication between the team, coach, parents and administrators of the club. Be prepared to deal with all the day-to-day matters of the team so the coach is free to coach.

Aim to be calm, punctual, organised, approachable, flexible and prepared – ready for any situation that might arise

### **Working Relationships**

- Team Coach for which s/he is the manager
- Committee members for planning purposes
- Club administrator
- Players
- Parents/guardians
- Other coaches and managers from Harbour City Water Polo Club and other clubs

### **General Skills**

- Ability to communicate effectively
- A team 'player'
- A positive enthusiastic personality
- Rapport and respect from the water polo community (specifically the players)
- Demonstrates initiative, innovation and willingness to up skill

**Specific Skills-** you can be mentored through this with more experienced managers if needed

- Experience in managing young people and preferably sports, in particular water polo teams
- Experience in planning, budgeting, and organising teams for tournaments
- Proven administration and organisational skills
- Proven people skills

### **Specific duties**

At the beginning of the season it is good to have a meeting with the coach to formalise the responsibilities of each and the aims for the season. A meeting with the coach, players and families is also a good idea to outline planning and expectations for the season. Also this is good time to ask for help if you need it.

Set up how you will communicate with the team. Communication can be done via email, WhatsApp or whatever other digital correspondence that you choose.

Determine the cap numbers for each player prior to the season if possible.

### **Game day**

#### Pre-Game

- Check your team will have enough players for their scheduled game at least 48 hours prior to the game starting.
- If you have duty make sure you know which of your players are doing this and communicate to them about this.

#### Equipment

- 13 numbered Caps (cap 1- goalie)
  - 3-4 balls
  - Drink bottles and drink bottle holder
  - First aid kit
  - Ice if available and spare plastic bags for ice
  - Spare pair of togs (and spare orange caps for girls)
  - Strapping tape
  - Cramp spray and spray ice
  - Sugar/candy
  - Eye drops
  - Players medical needs such as asthma inhalers or diabetes glucose pouches
- Team will need to arrive 30-60min before the game starts and this will be at the discretion of the coach.

#### The Score sheet

At each game a score sheet with the players name that correspond to their cap numbers must be filled out. The cap numbers should stay the same throughout the season as much as possible. At some tournaments the sheet will be completed prior to arrival but needs to be confirmed with the desk official prior to game starting.

Ensure your team has a competent table official for your game.

Ensure players cap up and are ready to jump in 5 minutes before the previous game is due to finish.

### During the game

Managers can either sit on the team bench during games or close to the team. If you sit on the team bench, it can be helpful to keep your own scorecard for cross checking (goals, fouls and any other stats required).

### Post-game

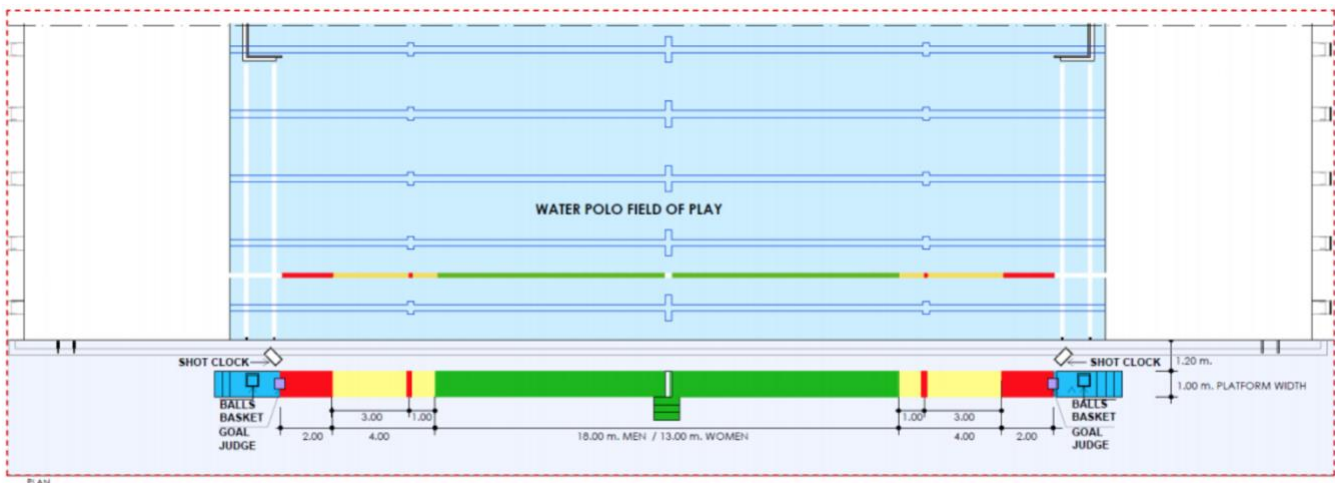
- Double check the scorecard is correct, take a photo if the coach wants one
- Keep an eye on draw for next weeks/days games
- Update the communications with the players and their families as required
- If you are playing in the last game of the night as officials if they require any help with pack up.
- Thank the referees and officials

### **Table Duty**

Performed by: 5 person from each team playing in that game.

Tasks involved:

- 1 person to run the clock
- 1 person to fill out the scorecard
- 1 person to do flags and ejection board.
- One person on each end of the pool to throw in the ball during the game and watch for goals and assist the referees as required.



### **Tournament planning**

It is a good idea one week prior to a tournament to have a players and parents meeting to outline expectations and the planning for the tournament.

Send info to tournament organisers about cap numbers if requested.

### Communication

The Team Manager will act as the contact point between the players and parents before and during the tournament. Ensure open communication with the Coach(es) at all times to ensuring there is consistency in the messages between players and Team Management (See Appendix 1 for an email example that can be used for communication prior to going on tournament)

## Logistics

Prior to leaving for the tournament a code of conduct form and medical form so that the manager can have a good understanding of the medical needs of the team and coaches while away on tournament. (Appendix 2)

## Flights

Contact the executive about travel and booking requirements as they will have experience from previous tournament.

The Team Manager will usually book flights for Team Management who are travelling with the team. Communication with team members prior to booking is important as not all players will be coming back to Wellington immediately after the tournament.

## Accommodation

- All players are expected to stay with the team at the respective venue unless alternative arrangements have been discussed with the Team Manager and approved by the Team Coach.
- The Team Manager needs to liaise with accommodation staff prior to arrival to discuss and confirm arrangements for the tournament. For example, matters relating to meals times, player behaviour, departure times, room allocation etc.
- Team manager and coaches should organise a rooming schedule bearing in mind: personalities of players, age, interests and maintain a copy in a centralised location of which rooms all players are in.
- A daily schedule should be provided to the coach, players and family members. In consultation with other Team Managers and/ or coaches, determine expectations around cell phones and computers etc overnight. In most circumstances, handing in cell phones overnight is a fair expectation. Encourage players to charge their phones etc prior to handing them in.

## Travel

It is expected that all players will fly to and from the tournament destination as a team unless an alternative arrangement has been discussed with the Team Manager and approved by the Age Group Coordinator.

- Some players may be first time travellers therefore Team Managers may need to go over airport protocols, security checks etc.
- Inform players of hand luggage limitations with players
- Pack competition togs and a towel in carry-on
- Travel uniform- Harbour city t-shirt and/or hoodie and black shorts/pants to be worn, Sports shoes to be worn when flying – no jandals or slides to be worn.

## Check in

- Where players are travelling as a team, ensure that players meet one hour before flight to check in.
- Remind parents that should a player miss their flight, it will be the responsibility of parents to arrange an alternative means of getting their child to the destination.
- Luggage allowance: Check allowance, usually 23kg per player. We check in as a group, so the total luggage (include extra luggage listed below) needs to average out at 23kg per player. May be best to give players a 20kg limit.
- Extra luggage to be carried by the Team Manager or dispersed in other luggage
  - Caps
  - Balls
  - First aid kit, drink bottles carriers
  - Plastic bags for ice
  - Eye drops
  - Pain relief- Panadol and Nurofen
  - Ice packs
  - Strapping
  - Hygiene - Each player is to carry their own hand sanitiser (100mL or less)

### Transport

- Team Managers will book rental vehicles required for their team. Generally, each team will need 1x 12 seater van & 1 x small car. If yourself or the coach does not have a full licence then you will need to arrange for another person to travel with the team.
- Liaise with the other Team Managers as to collection and drop off of vehicles. The Team Manager and Coach will need to coordinate transport to and from the pool as well as any other travel that is required.

### Catering/food

This will vary between tournaments and accommodation providers.

- In general, breakfasts, lunches and dinners are coordinated by Team Managers. You will need to purchase a variety of breakfast foods.
- Ask for each player to bring baking to the tournament.
- Good options for a lunch 'out' include Subway, Pita Pit and Sushi. These options can all be pre-ordered one line or via phone and can be helpful for days that involve travelling or short turn arounds between games.
- Where dinners are provided by the venue, ensure that you liaise with the staff regarding mealtimes and any dietary requirements pre and during the event.
- Players are to provide their own snacks, sports hydrate etc.
- Basic recovery food and water to be supplied by Team Manager. This could include bread, with jam/peanut butter, bananas, muesli bars, nuts etc.
- It's a good idea to do some research around the location of supermarkets near to tour accommodation. Often you can do a food delivery from Countdown or other super markets to arrive at the accommodation prior to your arrival.

### Internet access

- Check if internet is available at the venue
- Warn players beforehand as some may have School or University studies where they rely on a good connection. Players may want to pre-purchase additional data.

### Laundry

- Check if laundry is available at accommodation venue and the procedure required to use
- It is useful to bring large strong bags that you can carry large quantities of washing in
- Make sure players name items and have a marker on hand for those who haven't!
- Suggest players use laundry bags to keep their washing together

### Hygiene

- Each player should have a Personal first aid kit. Suggest to players that these include: Hand sanitiser, Vitamin C/Echinacea, anti-flam cream, relevant pain medication. These will not be included in the first aid kit.
- Players need to provide own strapping tape, if it is required.
- Players need to tell Team Manager and Coach immediately if they feel even slightly off colour during the tournament. Where possible isolate players who are showing signs of sickness to minimise the spread of anything that might be contagious.

### Dress code

- Harbour city t-shirt and sweatshirt and black shorts/pants should be worn.
- Harbour City Water Polo club togs are to be worn by all players. Please contact the Uniform Officer should a player not have a pair.

### Medical

- Prior to departure, Team Managers need to ensure an appropriate first aid kit is available for travelling.
- All players MUST complete medical forms prior to leaving for tournaments. These should always be able to be easily accessed by the Team Manager during the tournament.

- If necessary the Team Manager may be required to carry medication such as inhalers, antibiotics etc. Arrangements should be discussed with the parents.
- Research medical facilities (such as physio, after hours or local Medical Centre) in the area prior to departure.

### Player Behaviour Management

- The code of conduct forms and medical forms are available. Code of Conducts MUST be signed by all players prior to leaving Wellington. (See Appendix 2)

Should a player breach their code of conduct contact the appropriate Age Group Manager or the Development Officer as soon as possible.

Packing guide for tournaments:

#### *Gear for pool*

Harbour City Bathing suit

Spare bathing suit

2-3 towels

Harbour city swim-cap and spare swim-cap

#### *Travel gear*

Harbour city t-shirt

Harbour city hoodie

Black leggings and/or shorts- at least two

Comfortable shoes- preferably dark colour- not slides, Birks or jandles

Warm clothes- jacket etc...

#### *General gear*

Sleepwear

Drink bottle

Jandles, slides or Birks

Casual clothes for at motel

Phone charger

Cards/books

Personal first aid including strapping tape, plasters and anything else you will need

Toiletries- include nail clippers and sunscreen

Eye drops

Goggles

Laundry bag- large lingerie bag

## Appendix 1.

Example of an email that can be altered and sent to families prior to tournament.

Hi All,

Isn't it exciting that we have got our kids almost through another term! Thanks so much for everyone's enthusiasm and help over the last term to get our girls playing heaps and heaps of waterpolo.

We are heading to Nationals on Friday 30th September. At present we don't have a draw but I will pass on when I am forwarded it. If you want up to check details, download the NZ Waterpolo app and you can find details there of the draw and game scores.

### Friday 30th

We leave on **Jetstar Flight JQ260 leaving at 4:45pm to Auckland**. We are allowed 7kg carry on and 20kgs luggage. Please meet at the Dragon/Smaug inside the terminal at **3:30pm**. I realise kids may have to get out of school early but we have lots to do with getting rental cars, getting us to the hotel etc.. so leaving early was the best option. Evie and I will travel up with them.

### What to bring

#### *Travel gear- what you wear on the plane*

Harbour city t-shirt  
Harbour city hoodie  
Black leggings and/or shorts  
Comfortable shoes- preferably dark colour- not slides, Birks or jandles  
Warm clothes- jacket etc...  
Masks

#### *Gear for pool*

Harbour City Bathing suit  
Spare bathing suit  
2-3 towels  
Harbour city swim-cap and spare swim-cap

#### *General gear*

Sleepwear  
Additional Black leggings or shorts for travel to and from venues  
Drink bottle  
Jandles, slides or Birks  
Casual clothes for at motel  
Phone charger  
Cards/books  
Personal first aid including strapping tape, plasters and anything else you will need  
Toiletries- include nail clippers and sunscreen  
Eye drops  
Goggles

Laundry bag- large lingerie bag.

**Baking- please bring some baking for everyone to share please.**

**Money-** we will be having some time for shopping, eating out for lunch sometimes and probably buying dinner on Friday and Tuesday nights so please make sure girls have some spending money. I am thinking depending on the draw we may do a team bonding activity so this may cost a bit as well. I don't know the draw yet but will confirm team bonding once we know.

If you are also staying up for the Camp then please bring additional water polo togs you have.

#### During Nationals

During the nationals we will have a number of parents joining us so hopefully it should be a great tournament. I will be updating the WhatsApp as usual A LOT! Please if any parents are around feel free to update using the WhatsApp as well.

If you need to get ahold of us while up there I am your first port of call.

I am on 0276633561

Coach:

It is a long tournament and I know the girls will get more and more tired as time goes on so please if your daughter has been in touch and you think she needs some TLC then please get in touch with me. There will be some downtime every day so please tell relative or friends to get in touch and come and hang out.

#### Accommodation

We are staying at the Alexander Inn 21 Alpers Avenue, Newmarket- Ph:0508 116 688

We have made up rooms which I will tell them when we get up there. I hope they are happy- Sarah C and Evie have approved them. I think we need to make sure we get girls together that will actually sleep as sleep is important on a multi day tournament such as this.

#### Duties

Looking after 10 girls is a lot so I have put them into groups to help out with dinner clean up etc... I will tell them their groups when we get up there but we will be making sure girls help with clean up etc...

#### Covid

Unfortunately we still have to think about Covid- please make girls pack a few masks and hand sanitiser- just in case. If one of you girls test positive for covid we have a room that we can isolate them in. We will then be in touch and make a plan for getting them home.

#### Getting home

We are going home in 2 lots:

Erin, Evie, Zahra, Siobhan and Jen leave 8pm on Tuesday NZ457 Air NZ. We arrive 9:10pm.

Gemma, Danusia, Ella, Lily and Amber leave Jetstar 7th October at 7:30pm arriving 8:35pm JQ267.

That's all I can think of now but there will be more information before next week. Please be in touch with any issues. See you Thursday at Huia pool.

Thanks Erin



## Appendix 2

Code of conduct and medical forms- see next page



# Harbour City Water Polo Tournament Player Information Form

The information you provide in this form is confidential and only for the management team (inc. coaches)

## TOURNAMENT:

### PERSONAL DETAILS:

Player Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cap 1st Preference: \_\_\_\_\_ Cap 2nd Preference: \_\_\_\_\_ Cap 3rd Preference: \_\_\_\_\_

### NEXT OF KIN (*Emergency purposes only*):

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email Address: \_\_\_\_\_

### HEALTH HISTORY:

Do you have any medical conditions/injuries/disabilities?

If the answer is yes please list the condition and any medication that you take for it. If you wish to advise us of a confidential condition please speak directly with the manager/coach of the team.

Doctor: \_\_\_\_\_ Surgery: \_\_\_\_\_ Phone: \_\_\_\_\_

CONDITION(S): e.g, asthma, diabetes, epilepsy, anemia etc \_\_\_\_\_

TREATMENT: \_\_\_\_\_

ALLERGIES: For example bee stings, medications (please give names): \_\_\_\_\_

TREATMENT: \_\_\_\_\_

FOOD ALLERGIES: \_\_\_\_\_

TREATMENT: \_\_\_\_\_

**INJURY HISTORY:** List any injuries you've had in the past year e.g sprain/concussion, fracture. List the treatment, who gave you the treatment: Doctor/Physio, and the current status of the injury. Please continue on a separate sheet if required.

INJURY	DATE of INJURY	TREATMENT	CURRENT STATUS

## CONDUCT EXPECTATIONS

Harbour City Waterpolo's Code of Conduct applies in all situations when representing Harbour City Waterpolo and participating in a Harbour City Waterpolo team.

At all times you are the responsibility of the management team (manager/coach/assistant coach).

## PLAYER CONTRACT

I agree to the following to make the trip safe and enjoyable for all participants:

- No smoking or vaping
- No consumption of alcohol
- No taking of non-medical or performance enhancing drugs
- Follow the rules and instructions given by the management team and other supervisors on the trip even if they are different from what is expected at home.
- Look after myself and my personal belongings.
- Not to leave the group/accommodation/pool without approval from a member of the management team and having obtained a set time to return.
- To participate as allocated in cooking, purchasing of food, cleaning rooms and kitchen and any tasks given to me by the management team
- Have phones/devices off by time determined and handed in at night if instructed.
- To positively support all squad members, congratulate good play during and after the game
- To be aware of each day's itinerary and be on time
- Turn up at all times with the correct gear on and packed.
- To be a good mate and not a pain to the rest of the team.
- Make sure to eat the correct foods that will provide the necessary energy.
- Clean dirty dishes and respect other's property, personal space and the accommodation (must be tidied daily)
- Help carry gear bags and other equipment.
- To be courteous, respectful and show good manners to all (team mates, management team, officials, referees and other adults and other players participating), bad language has no place when representing Harbour City.
- To play hard, but fair and be a good sport, showing appreciation for your opposition and officials.
- Ignore negative remarks made by spectators or players in other teams

I sign this document in agreement that I will abide by all Harbour City Waterpolo rules on the above mentioned trip and in particular the specific conditions set out above. I fully realise that breaking the rules will result in disciplinary action being taken against me and I will be liable to be sent home at mine (over 18) or my parents' expense.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Full name: \_\_\_\_\_

## PARENT APPROVAL FOR 18 and under:

I understand and have discussed the responsibilities listed above with my child and fully support their involvement in this team. I understand that if my child breaks the rules they will be sent home at my expense.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Thank you for completing this form.  
Please contact the manager or coach if you have any questions or would like  
further information.*



## **HARBOUR CITY WATERPOLO PLAYER CONDUCT AND EXPECTATIONS**

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- To participate as allocated in cooking, purchasing of food, cleaning rooms and kitchen and any tasks given to me by the management team
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Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Full name: \_\_\_\_\_

**PARENT APPROVAL FOR 18 and under:**

I understand and have discussed the responsibilities listed above with my child and fully support their involvement in this team. I understand that if my child breaks the rules they will be sent home at my expense.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Thank you for completing this form.

Please contact the manager or coach if you have any questions or would like further information.