

STATE TEAM MANAGER POLICY

SECTION 1 DEFINITION

State Manager	A person appointed by Deaf Sports and Recreation Queensland for the management of whole Queensland squad at the Australian Deaf Games.
Games	Australian Deaf Games conducted every 4 years.
Sport Team Manager	A person appointed by the association-members to manage single sport team

SECTION 2 PREAMBLE

This policy regulates the appointment, duties and limitations of State Team Manager at each Deaf Games. For the purpose of clarification, the position only refers to management of Queensland squad as whole, not State Manager as appointed by each affiliated association-members.

SECTION 3 TASKS/DUTIES OF STATE TEAM MANAGER

The duties of the State Team Manager shall involve:

1. liaising with host GOC before and during the Deaf Games.
2. organising meeting with each sport team manager before and during the Deaf Games.
3. organising airfare and accommodation booking before the Games.
4. attending all meetings as required by Deaf Sports Australia during the course of the Games
5. participating in selection meeting if required by Deaf Sports Australia.
6. attending Management Board meeting to present on the process. This shall take place after the formal appointment.
7. preparing final report to Management Board 3 months after the conclusion of the Games.
8. ensuring that any person selected in squad is eligible to play for Queensland and pay the registration fee.
9. acting as ex-official manager on the behalf of individual players where no association exists. Such sports shall be, as of 2001, swimming, Track and field, tennis, tenpin. Alternatively, Deaf Sports and Recreation Queensland shall have the power to appoint an assistant for State Team Manager for each of the above-mentioned sports. All other criteria shall be considered when appointing assistants.

SECTION 4 CRITERIA

1. The State Team Manager shall be fully committed to the tasks. The State Team Manager shall be allowed to play sports of his/her choice, however the duties shall take priority over the playing.
2. Only member of the Deaf Sports and Recreation Queensland (either through association-members or individual membership) can apply.
3. Staff and member of Management Board of Deaf Sports and Recreation Queensland shall be eligible to apply for the position.
4. Experience in Team Management is recommended and evidence of past experience shall be required when applying for position.
5. Possession of First Aid or relevant qualification is also required, however not necessary.

SECTION 5 FINANCE

1. A petty cash shall be given to State Team Manager for the purpose of carrying out the tasks in a reasonable matter. The Management Board shall determine the limit of expenses, taking into consideration the size of squad and Game's situation.
2. Deaf Sports and Recreation Queensland shall pay for the Games registration fee and associated fee, if any for the State Team Manager.
3. The State Team Manager shall record all incomes and expenses in cashbook and keep receipts in a safe place. The cashbook shall be submitted to State Administrator no longer than 14 days after the conclusion of the Games.
4. A levy of \$10.00 shall be charged to each players and supporters to cover the administrative expenses.
5. The Management Board, after the conclusion of the Games, shall meet to receive performance report and discuss remuneration. The amount shall be determined according to tasks performed, size of squad and fulfilment of performance indicators.

SECTION 6 DUTIES OF INDIVIDUAL SPORT MANAGER

Appointment of Individual Sport Manager shall remain with the association-members. Deaf Sports and Recreation Queensland accept no responsibility in this matter.

The duties of the individual Sports Manager shall involve:

1. managing own state sport team in line with guidelines set by each association-member and performing tasks in the good spirit of competition.
2. reporting to State Team Manager of any matter that beyond their abilities and control before, during and after the Games.