



AUSTRALIAN MASTERS TEAM MANAGER

(Appointed by Tennis Australia, in conjunction with the TSA Executive)

ROLE OVERVIEW

The Team Manager is to take care of any issues which may affect the group at the playing venue.

ESSENTIAL SKILLS

- Knowledge of Players Insurance Policy
- Knowledge of ITF processes
- Excellent communication and negotiation skills
- Confidence to act with authority and command respect
- Ability to multi-task and prioritise tasks

KEY RESPONSIBILITIES

- Understand ITF processes at World events e.g. Captains meetings.
- Arrive at the tournament early, liaise with Captains to ensure all team members have arrived (by Friday) and are settled prior to the opening ceremony.
- Act as a mentor and key contact to Captains and team players.
- Custodian of confidential team member medical records and emergency contact details, in the event an emergency arises.
- Insurance - must have a full knowledge of the policy terms & conditions and be able to give guidance on what should be done to rectify and/or manage the position/situation.
- Coordinate/assist with completion of paperwork to do with insurance claims.
- Act as team photographer, capturing images and/or video footage where possible. Effectively distribute photos and videos to team members if requested.
- Provide players with support at matches.
- Update TA/TSA Team Administrators with daily progress of teams results and pictures for social media.
- Submit a report in prescribed format to TA/TSA after the event.
- Assist Captains with any player issues if called upon.
- Be available to Australian players during the Teams Championships and the subsequent Individual Championships.

Approved by the TA/TSA Executive on 30 May 2023