



2010
QUEENSLAND INVITATIONAL YOUTH
TEAM NOMINATION FORM
FOR
COACHES AND MANAGERS

COACHES (LEVEL 2)

MANAGERS (TBA Accredited)
Male & Female Teams

All Nominations to: Gina Gilliland
P.O. Box 1201
Caloundra Qld 4551

Any queries please contact Gina on 0438 927 845

NOMINATIONS CLOSE 14TH SEPTEMBER 2009

2010 QUEENSLAND INVITATIONAL YOUTH TEAM
COACHES AND MANAGERS
NOMINATION FORM

NAME: _____

ADDRESS: _____

_____ Post Code: _____

TELEPHONE: _____ Mobile: _____

EMAIL: _____

TBA SPORTS REGISTRATION No: _____

TBA STATE TEAM MANAGERS ACCREDITATION: Yes / No

If yes Number: _____

BLUE CARD No: _____

POSITION NOMINATING FOR: (please circle)

Coach Yes / No

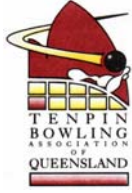
Men's Manager Yes / No

Ladies Managers Yes / No

Should I be elected to one of the above positions I declare that I agree to abide by the TBA Code of Ethics and TBAQ Code of Conduct.

Signature

Date



DUTIES OF TEAM MANAGERS

State Managers must provide evidence of the following certifications

- TBA registered member
- TBA State Team Managers Accreditation – required for all teams.
- Current Commission for Children and Young People and Guardian, Blue card for Junior and Youth teams

Highly recommended for risk reduction processes:

- First Aid and CPR Certificate

Recommendations of note from previous teams experience should be given to the new Manager or the report from the previous year's team made available to the current years Manager.

MANAGERS ROLES

- Liaise with the Committee Executive at all times to relation to Budget, Fundraising and collection of all monies from team members.
- Be familiar with the schedule of events at all Tournaments and Championships that Team members may be competing in. Schedule team meetings prior to day's event with the Coach at the Nationals. Discuss any items with the team and the coach at these meetings as required. Create a spreadsheet of events so that transportation schedule to the bowl can be drawn up and people will be ready to go at designated times.
- Attend the Managers meeting and copy lane condition notes plus other information critical to team briefing with the coach immediately after the meeting. Include statements of note as necessary to players at briefing meetings in the morning.
- Be responsible for the availability of all team members where their presence is required in fulfilling team responsibilities or other commitments. Adult teams once given the schedule of meetings in writing are required to keep to the schedule for the smooth running of the team. Reminders should be given to the team prior to the meeting as necessary.
- Provide teams with all contact numbers before travelling or at accommodation, local medical, hospital, accommodation, officials, bowling venue and address.

- Collect signed code of behaviour forms, medical forms, Zone and National doubles partner and team partners. Ball registrations submitted at a timing to suit the Coach for tactical purposes.
- Allocate rooms in conjunction with Coach
- Provide all players in writing code of behaviour for teams.
- Organise meals and drinks during days of tournament. Pre orders can be phoned in at the bowl for platters to be available at some Centres. (Funds allocated in budget for this). Each player without exception should be drinking one litre of fluids minimum each 3 games (5 man teams). Keep note of each player's intake - and report to the coach any player not drinking the minimum requirement.
- Organise time and team members to have team photos taken.
- Check what storage is available for bowling equipment at the venue.
- Arrange for shirts to be washed and ironed nightly during the event days. Those adults who wish to look after their own washing are able to do this as required. Offer the washing of uniforms as some players cannot operate washing machines and uniforms may be ruined if mishandled.
- Ensure score sheets and any paperwork required by the tournament organisers are correctly completed and presented on time. – keep an independent copy of results and copy results for the coach for checking purposes.
- Be responsible for all aspects of behaviour, conduct and standard of dress of junior and youth teams.
- Liaise with coaches and assist them at all times and attend all practice sessions. Ask coach which duties of priority are required of the Manager at this time. May vary from coach to coach.
- Submit a written report to the Committee and copy the TBAQ State Office within 4 weeks of return from the nationals
- **Copy official TBA result to the attending coach for their records.**



DUTIES OF TEAM COACHES

All State Coach nominees must provide evidence of the following registration and qualifications:

- TBA registered member
- Level Two NCAS accreditation
- Currently registered with TBA as a Coach
- Current Commission for Children and Young People and Guardian, Blue card for Junior and Youth teams
- First Aid and CPR Certificate

This evidence must be provided to the Committee upon acceptance of the position. The appointee cannot commence coaching the team until copies of evidences as above are provided to the organising committee (photocopies accepted).

Recommendations of note from previous teams experience should be given to the new coach or the report from the previous year's team made available to the current years coach.

The Coach will be given names and contact information of all the team by the Committee, postal addresses, emails and phone contacts will be supplied.

The Committee will provide the Coach with contact numbers of committee members so the Coach can discuss any matter of concern during preparation and also while away on tour.

Roles of the Team Coach:

- Provide a safe and Injury free training and competition environment by addressing all Duty of Care issues.
- Set up Team and Individual Training Sessions and Assessment Schedules.
- Organise all Practice Sessions and with the Manager communicate these with the team and individuals.

- Liaise with Team managers and the Committee Executives frequently to ensure that all Committee requirements and budgets are being adhered to.
- Coordinate and liaise with Team Specialists as required (Psychologists, Nutritionists, Physiotherapists etc)
- Arrange for a check of all Bowlers equipment and accessories prior to registration at the event. Liaise with Manager to direct the timing of the ball registration forms prior to the event (tactical purposes).
- Organise meeting of parents/Partners etc as required. Establish a communication process with these supporters and the appropriate timing of these communications if necessary.
- Approve, supervise and if necessary veto all activities that may interfere or react with peak player performance while in preparation and while away at the Nationals.
- Hold team meetings each morning of the days of competition with over view of day ahead and positive debrief of the period of time prior to the day.
- Reporting requirements The Team Coach should diarise each days activities and do a summary report to the committee on, preparation, the event itself, players conduct and performances, debrief
- Submit a written report to the Committee with a copy to TBAQ State Office within 4 weeks of the Teams return from the nationals.
- Assist Captains of the team to submit a report within 4 weeks of the Nationals (The Manager can also assist in this process). Items such as team conduct and players opinions with recommendations of things positive to prepare the following years teams. The Captain is the spokesperson for the team.