

Team Manager Handbook September 2023

The Team Manager position supports Vortex Water Polo (VWP) coaches, parents and athletes by assisting with coordinating and organizing travel to out-of-town tournaments for the competitive teams.

This is a volunteer position that will work as a member of the Tournament Organizing Committee (TOC) and qualifies to fulfill the full volunteer bond of \$250.

VWP will accept a maximum of 1 Team Manager per team, to be chosen in September/October of each season, at least 1 month prior to the first travel event.

Duties:

- Research preliminary costs for transportation. I.e: flights and busses
- Assist with the development of the trip budget and individual athlete cost to attend.
- Create Google forms to solicit information from parents such as whether anyone would like to ride the bus with the team.
- Sends out the Athlete Information Form at least 2 weeks prior to departure for a trip and ensures all travelling athletes complete the form prior to departure.
 - o Shares form with coaches and chaperones at least 2 days prior to departure.
- Determines, prepares and sends out the 'Trip Info' message for families, including when athletes need to arrive at the departure site, what athletes need to bring on the trip, and shares trip details with coaches, parents and athletes via e-mail.
- Attends and contributes to the Pre-trip meeting.
- Ensures Chaperones and coaches submit their expenses post trip in a timely manner.
- Reviews expense forms submitted by chaperones and coaches, sharing their recommendation for reimbursement with the Treasurer.
- Once all expenses are received, works with the Treasurer to determine whether athletes are owed a refund or need to provide further payment for each trip.