

QLD WEIGHTLIFTING ASSOCIATION

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# TEAM MANAGER MANUAL

FOR NATIONAL EVENTS

QUEENSLAND  
WEIGHTLIFTING  
ASSOCIATION

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# DUTIES OF TEAM MANAGER

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## PRE-COMPETITION

-Get the entry list with email and phone numbers of athletes and their personal coaches so you can send these emails out and so that the team coaches can send out the athlete information emails. You will be able to get this from the Operations Manager.

-Make up an email group with athletes and personal coaches. In the case of youth comps, request and add in parent's emails wherever possible. QWA are now asking youth to enter parent's email as the contact email.

-Set up a Facebook group for athletes and coaches. Use this to share updates and important info as well as send via email.

-Set up group messenger chat for the coaching team for ease of communication between each other.

-Send out an email to athletes after appointment. Include a little bit about yourself and then introduce the team coaches and where they are from. Use this email to pass on important information -

- QLD athletes are required to have a QLD lifting suit and t-shirt at a minimum. Without this they will not be allowed to lift.
- Requirement for Photo ID
- Request for travel details if the comp is interstate
- Info on Squad training session
- Rules for changing weight categories and deadlines to inform coaches/manager.
- Set a date/time for team photo, if possible. Check with head coach.
- Let them know there will be more information to come so too keep an eye on emails/include FB group link.

- Ask QWA social media manager to put out a post asking people who have entered the competition to check their emails and share a link to the FB group.

# DUTIES OF TEAM MANAGER

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## PRE-COMPETITION CONTINUED

- Make sure any notifications of changes of bodyweight categories or withdrawals are passed on to Head Team Coach immediately
- About a week before the comp send out the athlete handbook via email. Reinforce the above information again and any last minute important details in this email.
- Do anything else that the coaches may request. Sometimes this is just double-checking numbers to make sure there are no errors, sometimes it might mean chasing some people up for information.
- Keep an eye out for final entry list after verification of entries and check for any mistakes. Sometimes they forget to move an athlete even though we have requested the change. (Head Coach makes changes via AWF portal before verification cut-off).
- Check if any session days/times have changed since preliminary entries and ensure athletes involved are aware.
- Talk with Head Coach regarding who should be arranged to collect team trophies etc at end of comp. Make sure these athletes know that they need to hang around at the end of the comp.

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## COMPETITION DAYS

-If travel is involved, for youth comps you may need to keep in contact with any youth travelling without parents, and possibly supervise.

-Manager is responsible for athlete' bodyweight from the morning of comp (Team Coaches monitor until comp day). Put a reminder in the FB group to remind athletes that they must be at the venue an hour before their weigh in starts. They need to do a weight check on the check scales. If they are over they need to come find you. If they are good they can watch and support their team mates in the current session until weigh in starts. Sometimes making them go to the toilet is enough to get them down. Check with their allocated coach before suggesting sauna or similar. Team coaches will usually let you know before the event if someone will need help.

-Be at the weigh in room 10 minutes before weigh in starts to meet up with the athletes. You will enter their starting attempts and sign their attempt cards. Female manager will be able to go in with the females but inform the males you will enter starters and sign after they are dressed. Remind each male of this as they go in so they don't forget. Vice versa if a male manager. A parent may also attend weigh-in in youth comps.

-Check on coaches in between weigh ins. Do coffee and lunch runs for them when needed where there is time. Look for times when you have breaks and eat too!

- Keep phone handy in case for any messages/emails or calls with enquiries from athletes.

-Organise people at the team photo time. Find someone around to take a photo. Sometimes Bowen will take one on his big camera if he is around, otherwise just a parent or partner can take one on your phone for you. Send it through to Operations Manager and/or Social Media Manager.

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## POST COMPETITION

Send Operations Manager a report about the weekend.

Things to note:

- any issues that occurred and how they were dealt with
- things that went well between athletes and/or coaches
- any feedback from athletes and/or coaches
- team trophy winners and any QLD best lifters
- any significant achievements from the athletes

Check with the coaches to see if there is anything they would like included as this can provide necessary feedback for following competitions.