



Policy - Team Manager and Coach Role & Appointment

Background

The South Queensland Archery Society Inc (SQAS) may appoint a Team Manager and / or Team Coach to assist the Team at Events. Assistant Team Managers and Assistant Team Coaches may also be appointed (if considered necessary by the SQAS Committee).

This policy sets out the:

- Role of Team Manager and Team Coach;
- Minimum requirements for persons to fill the Team Manager and Team Coach roles; and
- Appointment processes to be undertaken to fill these roles.

Definitions

Event/s - an archery or other event where the participants from SQAS attend as part of the SQAS Team.

Team management - the person/s appointed by the SQAS Management Committee as the SQAS Team Manager and SQAS Coach and includes persons who are assistants to these roles.

Application

This policy applies for the appointment of persons to the roles of SQAS Team Manager and / or SQAS Team Coach.

Role

Team Manager - to assist and coordinate the SQAS archers pre-event, during event and post-event including:

- Coordinating with event organising committees (LOC);
- Managing flow of information to the archers and parents as required;
- Ensuring SQAS Team Members are aware of their events;
- Managing the SQAS Team members in accordance with the "SQAS Team Selection Policy";
- Organising SQAS Team activities including Team photographs;
Ensure all SQAS Team Management, Coaches, Archers, Parents and Guardians (as appropriate) are aware of the sport's anti-doping policy requirements and education.

Team Coach - to assist SQAS archers develop and improve their archery technique as required at development day/s in conjunction/liaison with the archers own coach and assist with other archery related matters, such as equipment failures, provide guidelines on what to expect at a National Tournament and equipment required (e.g. packing list etc.).



Policy - Team Manager and Coach Role & Appointment

At an event Coaches are responsible for:

- Team Warm up;
- Repair of archers equipment;
- Providing support and guidance to all archers before, during and after the shoot.

Team Manager/s and Coach/s will also provide assistance to all SQAS archers at the event as required.

Team management are **not** responsible for SQAS Team Member travel or accommodation arrangements or any activities not related to events for which the Team was assembled.

Minimum Role Requirements

Team Manager (including Assistants):

- Working with Children - a current positive working with children accreditation issued by Queensland or New South Wales governments. The accreditation must remain current for the time of the event;
- Driver's Licence - a current Open Australian Driver's Licence which is current for the time of the event;
- Current member of an archery club affiliated with SQAS.

Team Coach (including Assistants):

- Working with Children - a current positive working with children accreditation issued by Queensland or New South Wales governments. The accreditation must remain current for the time of the event;
- Archery Australia Level 2 Coach accreditation which is current for the time of the event;
- Current member of an archery club affiliated with SQAS;
- Driver's Licence - a current Open Australian Driver's Licence which is current for the time of the event.

Desirable requirement:

- 1st Aid - a current 1st Aid and CPR certification;

The SQAS Management Committee may include additional minimum or desirable role requirements.

Term of Appointment

Appointment to the Team management may be for a specific event or time period as determined by the SQAS Management Committee.



Policy - Team Manager and Coach Role & Appointment

Interim Team Management

If, for any reason, an appointee is unable to continue in the role, the SQAS President may appoint an interim Team Manager or Team Coach - however the interim appointee must meet the Minimum Role Requirements.

The interim Team Management appointment:

- must be ratified by the SQAS Management Committee by Flying Minute or at the next scheduled SQAS Management Committee meeting; and
- is effective only for the current event.

Appointment Process

The SQAS Management Committee will advertise for Expressions of Interest (“EOI”) for Team Manager and Team Coach roles (including Assistants) from SQAS members.

EOI submissions must:

- Be in writing; and
- Demonstrate how the applicant meets the Minimum Requirements for the role (see above); and
- Any other information or references to support the EOI.

The SQAS Management Committee may (if considered necessary) interview applicants to identify the best applicant for each role.

Reimbursements

What costs will SQAS will arrange and pay for or reimburse as appropriate:

- Travel and accommodation;
- Daily Allowance/Meals in accordance with SQAS policy; and
- Other costs (e.g. vehicle hire) if considered necessary by the SQAS Management Committee.

SQAS will provide funds to the Team Manager to purchase incidentals for SQAS archers such as team snacks.

Policy Status:

Approved by SQAS Committee to be effective from 1 January 2026. (Version 1.1)

04 Dec 2025