

## **ROLE DESCRIPTION DIVING NEW ZEALAND TEAM MANAGER**

### **Background**

Each time a team of athletes travels to a competition event, the Board of Diving New Zealand (DNZ) will usually appoint a Team Manager to coordinate team activities and to take responsibility for the well-being of team members throughout the appointed tour. The Team Manager also usually acts as the lead representative of DNZ at the event and for the duration of the tour

The Team Manager's role may be carried out by a parent volunteer

### **Purpose**

The purpose of this document is to clarify the duties and responsibilities of the Team Manager

### **Reporting Lines**

The Team Manager reports to and is responsible to the DNZ Administrator who in turn reports to the Chair of the Board of DNZ, or other designated person

During the tour, and on matters relating to the tour, coaches and any other persons accompanying the team will report to the Team Manager in respect of all non-technical matters, from the time the team assembles until the team disperses, which is usually on arrival back in New Zealand

All team members are expected to cooperate with the Team Manager at all times, to follow his or her instructions in respect of all non-technical matters, and to comply with the [DNZ Code of Conduct](#), as may be promulgated from time to time

### **KEY RESPONSIBILITIES**

- The Team Manager works on behalf of the team to ensure that all non-technical aspects of the tour are well organised and support the overall success of the team
- Unless advised otherwise by the Board of DNZ, the Team Manager also represents DNZ at the event and during the tour
- The Team Manager coordinates the activities of coaches, divers and other persons accompanying the team on all non-technical matters, and will seek to achieve consensus wherever possible
- The Team Manager has the authority, however, to make decisions relating to the tour in all non-technical areas

### **TASKS**

#### **Pre – tour**

Play a part in pre-planning of the tour in cooperation with the DNZ Administrator

#### **During the tour**

##### **1. Logistics**

Ensure that the travel arrangements for all team members are organised, that athletes arrive at events on time and that any unforeseen issues are dealt with effectively

Specific tasks include:

- Manage all travel, accommodation and meals
- Manage the day to day team logistics
- Assign non-technical duties and responsibilities to the assistant manager (if one is appointed), coaches, athletes or other persons accompanying the team, as required or appropriate
- Take responsibility for the financial management of the tour within the designated budget

- Receive electronic or hard copies of all dive sheets and results and forward them through to the DNZ Administrator as soon as possible after the conclusion of the event

## **2. Acting as representative of DNZ**

While on tour the Team Manager is the first point of contact and lead representative of DNZ on matters relating to the event. Among other things, this may involve representing DNZ at meetings, and ensuring the safe and appropriate conduct of all team members

### **Meetings and contacts:**

- Attend all meetings as required and disseminate information back to athletes and coaches, as appropriate
- Act as the point of contact between the event organisers and officials, and the team members
- Act as spokesperson for the team, interacting with officials and media as needed
- Attend all event functions, as appropriate
- Act as point of contact between the Team and travelling supporters and non-travelling parents/caregivers for duration of trip

### **Conduct:**

- Ensure that all team members follow the [DNZ Code of Conduct](#) and that they operate within the boundaries of their roles, as designated by DNZ
- Take responsibility for the health, safety and well-being of all team members, together with the DNZ On-the-ground Health and Safety Officer (usually the head coach)
- Identify and develop future managers, as and when the opportunity presents

### **Post tour**

As soon as practicable after the conclusion of the tour, the Team Manager will:

- Provide to the DNZ Administrator a financial reconciliation (including all receipts) accounting for all expenditure
- Provide a written report to the DNZ Board, including (but not limited to) matters such as event achievements, feedback on the event, any issues or concerns arising during the tour, and recommendations as to how improvements (if any) might be achieved
- Provide a written DNZ Incident report for any accidents, incidents that arise during the trip, as outlined in the H&S Plan

### **RELEVANT SKILLS**

- Management skills
- Logistics and operational skills
- Planning and organising skills
- Decision making and problem solving skills
- Ability to build effective relationships
- Good communication skills
- Ability to work with others, and to show fairness and integrity in all actions and decisions
- Working knowledge and understanding of the sport of diving, including the rules of the competition

### **RELEVANT EXPERIENCE**

- Management, logistical and organisational experience
- Previous experience in team management, preferably in a high performance environment
- Experience in coordinating and working with children and young adults
- An understanding of the sport of diving

- Experience in international competition as an athlete, coach or manager is desirable

### **REMUNERATION**

The Team Manager role is a voluntary role, and the Team Manager receives no payment. The usual arrangement is for team members to cover the costs of the Team Manager, if and as budgeted. Budgeted expenses incurred by the Team Manager in the performance of the role, may be claimed by the Team Manager post tour.

The Team manager may apply for and/or be granted the release of some travel funds in advance of a trip to be accounted for in the budget reconciliation as mentioned above.

### **DOCUMENT MANAGEMENT AND CONTROL**

#### **Approved by Board of Diving New Zealand**

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