

Squash Tasmania Household Manager Regulation

The Household Manager will have the following responsibilities. They may obtain assistance with the completion of their duties from other parties however the satisfactory completion of these duties is ultimately their responsibility.

- To document, coordinate, and care for needs of players and officials from a health and well-being perspective. Including documenting action plans for health conditions (EG allergies, asthma etc), ensuring adequate first aid facilities are available, being aware and passing on information relating to local safety issues, local customs etc.
- To coordinate the cooking and food requirements of players and officials when away at the tournament, taking into account any dietary requirements. This may involve:
 - planning menus and food requirements prior to tournament appropriate to the number of people attending and how the group is split up at the accommodation
 - coordinating requirements for grocery shopping prior to tournament and notifying the Tournament Manager how often and when will require use of transport for this purpose, can consider use of online grocery shopping and delivery
 - corresponding with the accommodation to determine cooking facilities
 - making a plan for and then coordinating the cooking when away at the tournament
 - ensuring that all players are provided with sufficient good quality food to meet their dietary needs for athletic competition
 - plans for who cleans up after cooking
- The Household Manager should communicate with the Bookings Manager to advise the costs of food requirements for the Bookings Manager to include in the costing of the tournament. The aim should be to provide food at an economical cost whilst still being sufficient for the group.
- To determine the washing/laundry facilities at the accommodation, coordinate the use of the facilities when away, and advise the Bookings Manager of the cost associated with this expense.
- Costs associated with food/washing etc may not be accurately known until items are purchased the Household Manager should aim to ensure the amount estimated is a conservative estimate (i.e. is very likely to cover the required costs).
- To ensure that all coaches and officials attending the Australian Junior Championships with the team have a current police check.
- To ensure that all attending parents/officials have read the Member Protection Policy and return a signed Member Protection Declaration form to the Performance Pathway Committee.
- To ensure all attending coaches commit to abide by Squash Tasmania's Member Protection Policy and sign the Member Protection Declaration form and Coaches Code of Behaviour Agreement form confirming this and return them to Squash Tasmania.
- To ensure at least one adult in the travelling party has a current first aid certificate.
- To ensure that they have contact and important medical information for all travelling persons, and to ensure that for any players staying apart from the team group that they have contact information for the accommodation/persons they will be staying at for the

duration of the event. This information should be communicated to the Household Manager.

- Report to the Performance Pathway Committee on management and player conduct at Australian Junior Championships prior to the meeting of the Committee following the tournament.
- To provide all parents/officials attending the tournament with a copy of the itinerary and any other information that is deemed important. In addition, shall provide each person with a letter of leave approval which can be given to schools/workplaces.
- To conduct a meeting of all travelling adults prior to the event to discuss all aspects of team management at the event and to confirm that all items relating to team management have been organised sufficiently. To organise any final schedules with respect to transport etc and to ensure all adults understand their roles at the event.
- To ensure that all players are accompanied at all times by an adult member of the travelling party and that an appropriate duty of care is maintained.
- Ensure any necessary disciplinary action is taken with respect to player conduct away from the courts.

The Household Manager should provide a summary to all travelling persons of the 'household' related items (e.g. menus, cooking timetable, washing up timetable, washing requirements) to which their role relates so that all parties are aware of these details prior to the trip.

The manager must commit to abide by Squash Tasmania's Member Protection Policy and sign the Member Protection Declaration form confirming this and return it to Squash Tasmania.