



NATIONAL COMPETITIONS

TEAM MANAGER INFORMATION

Welcome, and thank you for supporting your athletes and teams at Australian Fencing Federation (AFF) National Competitions.

Team Managers play an important role in ensuring competitions run smoothly and that athletes are properly represented. This guide provides a practical overview of your responsibilities and answers some common questions for team managers.

ONE TEAM

We collaborate as a diverse community and support each other to succeed. We are inclusive, supportive and welcome difference

EXCELLENCE

We are committed to personal excellence and growth through fair play. We are respectful, honest and passionate about our sport.

BRAVE

We believe in purposeful change in our sport. We are innovative, bold and courageous.

KEY INFORMATION

Directoire Technique (DT)

The DT is responsible for the operation of the competition, including:

- Competition administration
- Roll calls and check-in
- Pool and tableau publication
- Team event management
- Competition rulings and procedural decisions

For team events, the Team Manager is the official point of contact with the DT.

What can I do to help the competition run smoothly?

- ✓ Arrive early.
- ✓ Ensure all athletes check in before roll call closes.
- ✓ Monitor schedule changes throughout the day.
- ✓ Check in with the DT before team events.
- ✓ Submit team member details by the required deadline.
- ✓ Provide team line-ups promptly when requested.
- ✓ Keep athletes available until all team commitments are completed.
- ✓ Respect referees, volunteers and officials.
- ✓ Follow all DT directions regarding the Field of Play.
- ✓ Help create a positive environment for all participants.

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When must my fencers arrive?

All fencers must present themselves in person to the DT and complete check-in at least 15 minutes before the scheduled start time of their event.

Team Managers should:

- Check the published schedule regularly.
- Allow extra time for parking, venue entry and equipment checks.
- Ensure athletes are present and ready before roll call closes.
- Do not assume that entering online is sufficient. Physical check-in at the venue is still required.

What are my responsibilities as a Team Manager?

At AFF national competitions, Team Managers are responsible for:

- Being the official contact between the team and the DT.
- Providing team member names when requested.
- Providing team line-ups and fencing order for each match.
- Communicating any team issues or concerns to the DT.
- Ensuring athletes are present for all scheduled matches.
- For state, national, veteran, club and school team events, a Team Manager must be nominated as part of the team entry.

Do Team Managers need to check in before team events?

Yes. All Team Managers must:

- Announce themselves to the Tournament Manager.
- Check in prior to the start of the team competition.
- Remain available throughout the team event.

Team Managers may be:

- A coach
- A team official
- Support personnel
- In some events, a member of the team itself.

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When do team sheets need to be submitted?

The names of team members must be lodged with the DT:

- Before the semi-finals of the corresponding individual event, or
- By any deadline requested by the DT during the tournament.

The Team Manager is responsible for ensuring:

- Team membership is correct.
- Eligible athletes are listed.
- The DT receives the information by the required deadline.

Important

Once the team Direct Elimination (DE) tableau has been published no further changes to team membership are permitted.

What happens if a team cannot field all nominated athletes?

Teams must present the full team as entered.

Failure to present the correctly entered team for a match may result in:

- Exclusion from the event.
- Financial penalties imposed by the National Competition Committee.
- Team Managers should ensure athletes remain available until the team competition is completed.

Who may communicate with the DT regarding team matters?

For team events, the Team Manager is the designated representative of the team. The Team Manager is:

- Responsible for team communications.
- The person who should approach the DT regarding team-related issues.
- The only official representative of the team for operational matters.

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What are the expectations for coaches and Team Managers on the Field of Play?

Coaches and Team Managers must:

- Follow all directions issued by the DT.
- Respect venue access restrictions.
- Remain within authorised coaching areas.
- Behave professionally and respectfully at all times.
- Avoid interfering with competition operations.

The DT may restrict or remove access to the Field of Play where necessary to maintain safety and orderly conduct.

How should Team Managers interact with referees?

Referees are responsible for applying the rules of fencing and making decisions during bouts.

Team Managers, coaches, athletes and spectators are expected to:

Treat referees with courtesy and respect.

Avoid abusive, aggressive or intimidating behaviour.

Accept referee decisions in a professional manner.

Raise concerns through the appropriate channels rather than confronting referees directly.

If there is a procedural concern regarding a team event, the Team Manager should communicate with the DT as the team's official representative.

