

Adopted: 1st August 2026

Approved by: AUTRA Executive Committee

3.4 Team Manager Agreement

1. Transitional Application of Agreements

1.1 This version of the AUTRA Team Manager Agreement comes into effect for all new Team Manager appointments from 1st August 2026, or such other date as AUTRA may approve and notify in writing.

1.2 All previous versions of the AUTRA Team Manager Agreement remain in force for any Team Manager who has signed them and for the specific event or championship for which they were executed.

1.3 A Team Manager who has signed a previous agreement continues to be governed by its terms for the duration of that event or championship.

1.4 This Agreement applies to all new Team Manager appointments from its commencement date onwards, unless superseded by a subsequent version.

2. Purpose

2.1 The purpose of this Agreement is to set out the expectations, obligations and standards of behaviour for Team Managers appointed by AUTRA to support and lead Australian teams at international championships.

2.2 This Agreement supports athlete welfare, team performance, integrity, safety, leadership and the reputation of AUTRA and Team Australia.

3. Scope

3.1 This Agreement applies to the individual appointed by AUTRA as Team Manager for a single international championship conducted under the authority of AUTRA, IAU, ITRA, World Athletics or WMRA, as applicable.

3.2 The specific championship will be identified in the Team Manager's appointment letter or form.

3.3 This Agreement applies only for the duration of that championship campaign and does not create any entitlement or expectation of appointment for future championships.

3.4 This Agreement operates alongside the AUTRA International Team Selection Policy (3.1), the Athletes Agreement (3.2), the Crew Agreement (3.3), the AUTRA Code of Conduct – International Competition (3.9), and any other applicable AUTRA policies.

3.5 This Agreement forms part of the conditions of appointment and ongoing service as Team Manager.

4. Statement of Commitment

4.1 AUTRA is committed to ensuring that all Team Managers understand and meet their obligations in relation to leadership, integrity, conduct, safety and representation of Australia at international level.

4.2 By signing this Agreement, the Team Manager acknowledges these responsibilities, agrees to uphold the standards expected by AUTRA and relevant integrity frameworks, and accepts the responsibility of acting as a key leader and role model for athletes, crew and officials.

5. Team Representation

5.1 AUTRA recognises that international championships often include both individual and team competition, and that team outcomes are of critical importance to AUTRA and Australian ultrarunning.

5.2 The Team Manager must prioritise the best interests of the team as a whole, support team cohesion, and ensure that athletes, crew and officials understand their responsibilities as representatives of AUTRA and Australia.

5.3 The Team Manager must act in a professional, calm, fair and inclusive manner at all times.

Attributes of the Team Manager should include:

- Excellent communication skills
- Strong organisational ability
- Calm under pressure
- Ability to lead volunteers
- Experience in trail/ultra events desirable
- Ability to work collaboratively with athletes, crew and AUTRA

6. Appointment, Term and Role

6.1 The AUTRA Committee appoints the Team Manager for one championship only, as specified in the Team Manager's appointment letter or form.

6.2 This Agreement commences on signing and continues until the later of the conclusion of the championship campaign, including associated travel, or completion of any reasonable post-championship debrief or reporting requested by AUTRA.

6.3 This is a single-event, volunteer leadership appointment and does not create an ongoing role or any entitlement to be appointed for other championships.

6.4 Each new championship requires a fresh appointment process and a new instance of this Agreement.

6.5 The Team Manager will work closely with the AUTRA President or delegate, athletes, crew and any other authorised support persons to prepare and support the national team before, during and after the championship, and may be required to undertake the following:

- online meetings as required before departure
- athlete communication over several weeks
- travel for the championship
- post-event reporting

7. Pre-Championship Preparation

7.1 The Team Manager must familiarise themselves with all information issued by AUTRA before the championship.

7.2 The Team Manager must meet all preparation requirements set by AUTRA, including travel arrangements, timing, readiness and any required briefings.

7.3 The Team Manager must disclose any injury, illness, conflict of interest or other matter that may affect their ability to perform their duties to the AUTRA delegate.

7.4 The Team Manager must attend pre-championship meetings, online or in person, as required by AUTRA.

7.5 The Team Manager must be physically and mentally prepared to perform their duties for the full duration of the championship campaign.

7.6 The Team Manager must assist with relevant entry forms, athlete communication, logistics planning and event documentation required by AUTRA or the event organisers.

7.7 The Team Manager must support the implementation of any readiness, injury or illness reporting process required under the Athletes Agreement or other applicable AUTRA policy.

8. Championship Period

8.1 During the championship period, the Team Manager must be present and available to support athletes, crew and operational requirements as reasonably expected of the role.

8.2 The Team Manager must attend all required technical meetings and team managers' briefings and represent AUTRA and the team professionally.

8.3 The Team Manager must coordinate team attendance at opening and closing ceremonies where applicable and ensure compliance with uniform and conduct expectations.

8.4 The Team Manager must oversee daily team communications, schedules and logistics, working closely with crew and any other authorised support persons.

8.5 The Team Manager must address operational issues promptly and escalate significant matters, including integrity, health and safety concerns, to the AUTRA delegate where appropriate.

8.6 The Team Manager must encourage a calm, inclusive and athlete-first environment and ensure that team obligations are clearly communicated and reasonably enforced.

8.7 The Team Manager may make reasonable operational decisions within the scope of the appointment, but may not alter selection, eligibility, disciplinary or policy outcomes unless expressly authorised by AUTRA.

9. Post-Championship Responsibilities

9.1 After the championship, the Team Manager must participate in an AUTRA-led debrief, online or in person, with key officials and, where appropriate, athletes and crew.

9.2 The Team Manager must provide a short written report to the AUTRA Committee summarising key outcomes, issues, risks and recommendations for future campaigns.

9.3 The Team Manager must support reasonable follow-up communication with athletes and crew regarding championship-related matters, including feedback requests and integrity queries.

10. AUTRA Support, Allowance and Expenses

10.1 For each championship, AUTRA will confirm in writing the support to be provided to the Team Manager for that championship only, which may include accommodation, uniform and a volunteer allowance, travel arrangements will be confirmed in writing where applicable.

10.2 Any allowance is a one-off recognition of service for that championship and does not create an entitlement to ongoing or repeated payments.

10.3 Reasonable, pre-approved out-of-pocket expenses incurred on AUTRA's behalf may be reimbursed following submission of receipts, in line with AUTRA's financial procedures.

10.4 The Team Manager must not enter into contracts, financial commitments or sponsorship arrangements on AUTRA's behalf unless expressly authorised in writing by AUTRA.

10.5 Support will be provided to the Team Manager via provision of:

- access to Committee members
- event information
- previous Team Manager handover (where available)
- all supporting or official documentation

11. Conduct, Integrity and Compliance

11.1 The Team Manager must comply with the AUTRA 3.9 Code of Conduct, this Agreement and all applicable AUTRA policies.

11.2 The Team Manager must model the behaviour standards set out in 3.9, including respectful and inclusive conduct, appropriate use of social media and public communications, and respect for rules, processes and decisions of AUTRA, the local organising committee and international governing bodies.

11.3 The Team Manager must maintain confidentiality in relation to personal information, complaints and disciplinary processes, consistent with AUTRA's Privacy and Data Protection Policy.

11.4 The Team Manager must promptly report serious concerns about integrity, safety, safeguarding or misconduct through appropriate AUTRA channels.

12. Conflicts of Interest

12.1 The Team Manager must disclose any actual, potential or perceived conflict of interest that might affect the performance of the role.

12.2 Conflicts of interest may include, without limitation, commercial arrangements, close personal relationships, dual roles, or any matter that may reasonably appear to influence the Team Manager's independence or judgment.

12.3 AUTRA and the Team Manager will work together to manage disclosed conflicts, which may include recusal from certain decisions, additional oversight or, in serious cases, reconsideration of the appointment.

13. Breach of Agreement and Disciplinary Action

13.1 This Agreement forms part of the conditions of appointment as Team Manager.

13.2 It is the Team Manager's responsibility to understand and comply with these requirements and relevant AUTRA policies.

13.3 Where AUTRA determines that there has been any breach of this Agreement or related AUTRA policies, it may take one or more of the following actions, having regard to timing and seriousness:

- Before appointment is confirmed: decline or withdraw endorsement, making the person ineligible for appointment as Team Manager for the relevant championship.
- After appointment but before travel or competition: withdraw the appointment, resulting in removal from the Team Manager role and ineligibility to serve in that capacity for that championship.
- During or after the championship: investigate and, at its discretion, take disciplinary action in accordance with Division 2, Section 19 of the AUTRA Rules of Association and the 2.5 Complaints, Disputes & Discipline Policy, which may include formal warnings, removal from the role during the event, and/or ineligibility for future Team Manager appointments at AUTRA's discretion.

13.4 Serious matters, including child safeguarding, unlawful conduct or integrity issues such as abuse, threats, manipulation or doping, may also be referred to external bodies, including Sport Integrity Australia, law enforcement or other regulators, in line with AUTRA's integrity framework.

13.5 The Team Manager has a responsibility to promote a safe, respectful environment for all team members, that demonstrates alignment with the AUTRA the 2.2 Child Safeguarding Policy.

14. Governance and Review

14.1 AUTRA reserves the right to request additional information or clarification when assessing potential breaches of this Agreement or related policies, and to take interim steps, including temporary suspension from duties, where necessary to protect safety, integrity or AUTRA's reputation.

14.2 This Agreement will be reviewed at least every two years or sooner if required by changes to AUTRA's governing rules, relevant laws, integrity frameworks or international competition regulations, in accordance with the Policy Review and Amendment Procedure.

14.3 AUTRA may amend this Agreement for use with future championships. Any updated version will apply to new Team Manager appointments from the effective date notified by AUTRA, while earlier signed versions will continue to govern the specific championship for which they were executed.

15. Related Documents

AUTRA Rules of Association

1.2 Conflict of Interest Policy

1.3 Document Retention & Recordkeeping Policy

1.6 Policy Review & Amendment Procedure

2.2 Child Safeguarding Policy

2.5 Complaints, Disputes & Discipline Policy

2.7 Whistleblower Policy

3.1 Team Selection Policy

3.2 Athletes Agreement

3.3 Crew Agreement

3.8 Records – Criteria and Applications Policy

3.9 Code of Conduct – International Competition

5.4 Privacy and Data Protection Policy

16. Compliance Note

This Agreement is aligned with the AUTRA Rules of Association, the Associations Incorporation Reform Act 2012 (Vic), the Sport Integrity Australia National Integrity Framework, and the applicable competition rules of World Athletics, IAU, ITRA and WMRA.

17. Contact

For questions or feedback regarding this agreement, contact the AUTRA Committee Secretary at secretary@autra.asn.au.

18. Declaration

I,, being the Team Manager for an AUTRA-endorsed international championship, agree to fully comply with and adhere to the requirements of this Team Manager Agreement and the related AUTRA policies.

Full Name:.....

Event:.....

Signed:.....

Date:.....