



TAKING YOUR TEAM TO NATIONALS

A UTM Guide



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PHYSICAL EDUCATION

Acknowledgement of Country

GADIGAL PEOPLE of the **EORA NATION**



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ACKNOWLEDGEMENT OF LIVED EXPERIENCE

Take 5 and leave the room

Contact your employee support program

lifeline - 13 14 11



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**PROPER
PLANNING
PREVENTS
POOR
PERFORMANCE**





PROPER
PLANNING
UNTIL IT
DOESN'T
PERFORMANCE



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HAGAN BUTLER (He/Him)



**ACPE STUDENT
ENGAGEMENT
MANAGER**



2012 - Present



19



ACPE & UNSW



**Student, Assistant UTM,
Lead UTM**

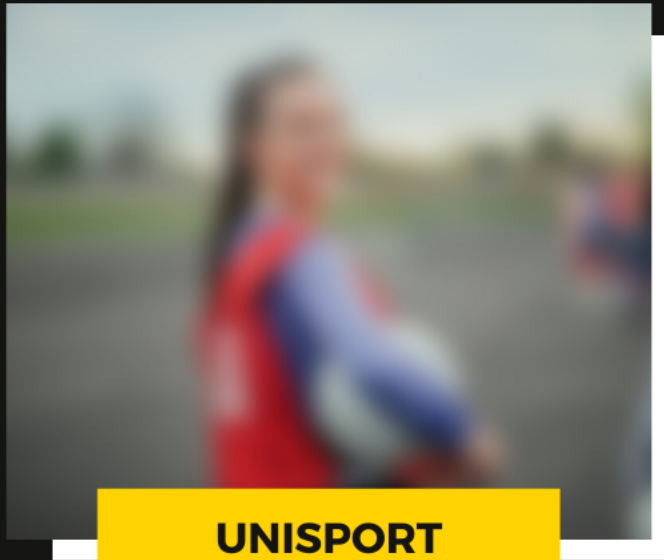


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MONIQUE SMITH

(Sher/Her)



**UNISPORT
MEMBER
RELATIONSHIP
MANAGER**



2016 - Present



6



UON



UTM



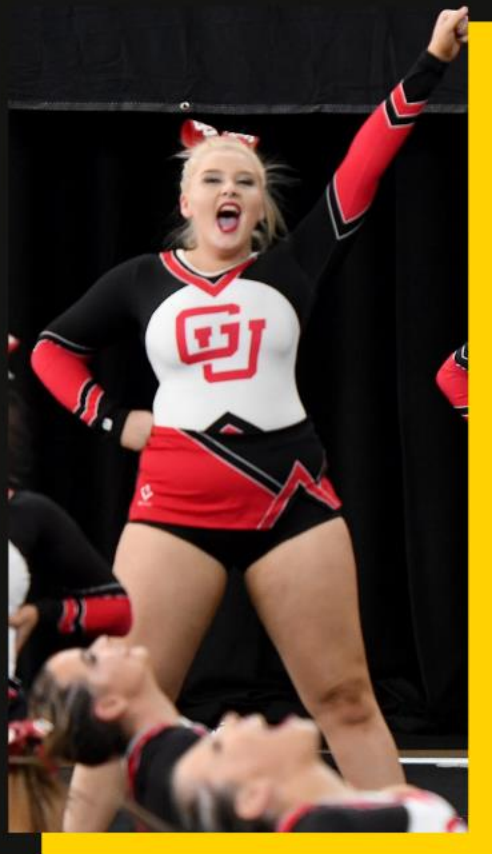
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ACTIVITY

STAND UP
SIT DOWN



**WE ARE ALL
UNIQUE**





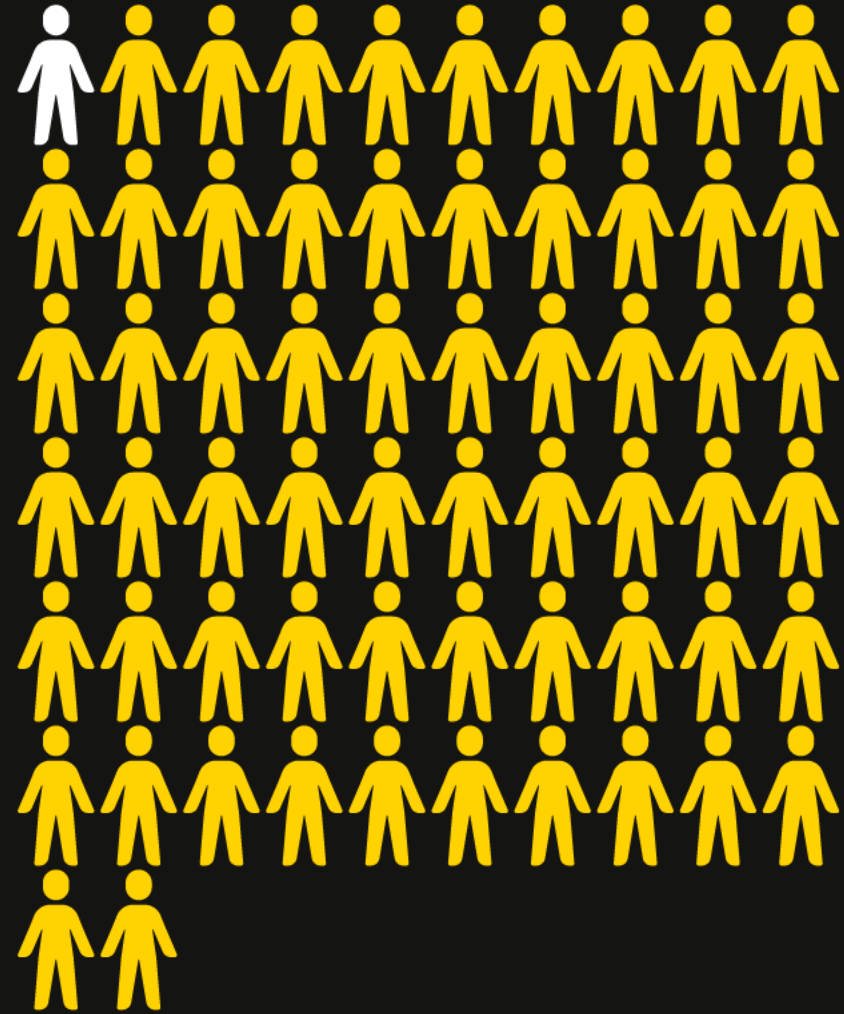
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 **UNSW**

 **ACPE**

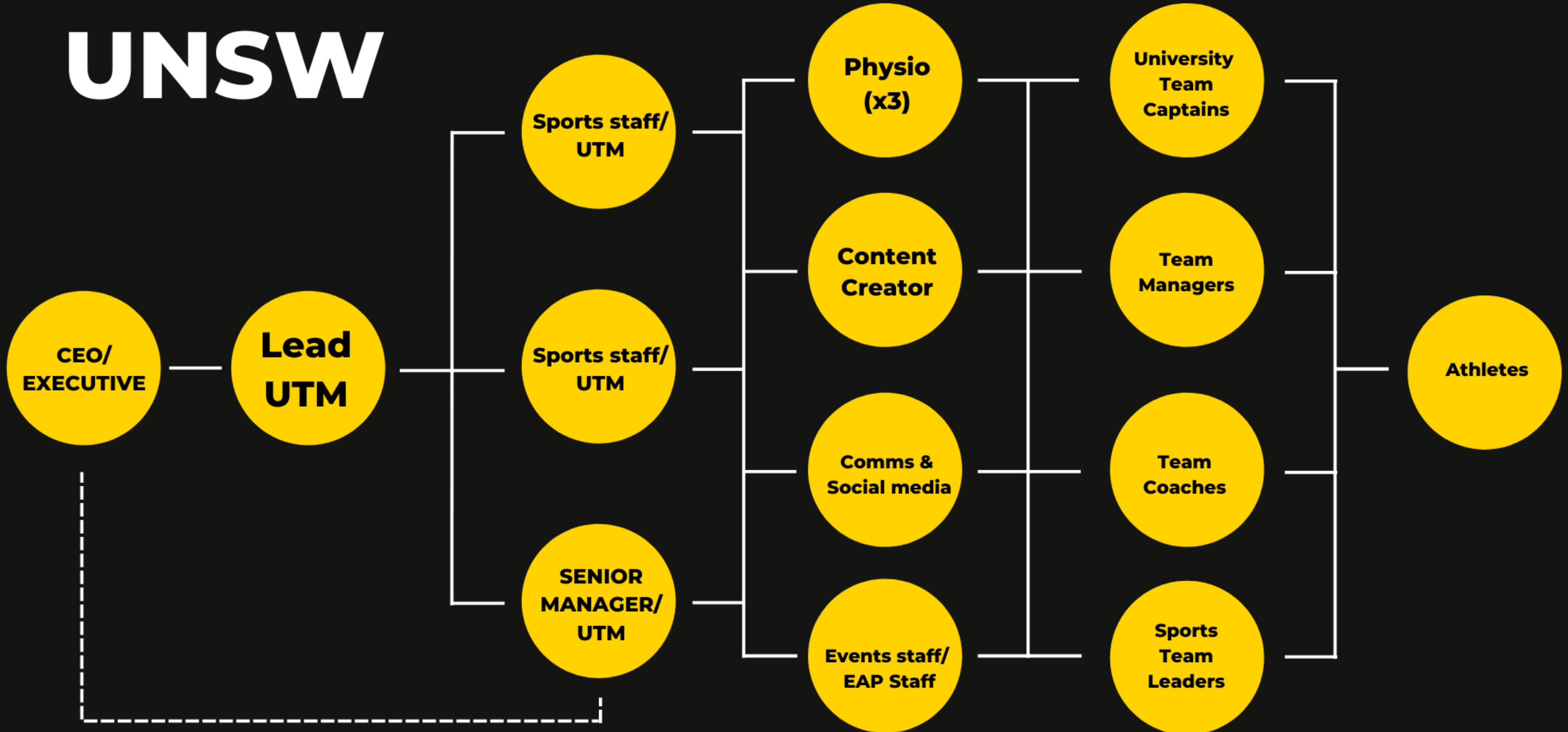
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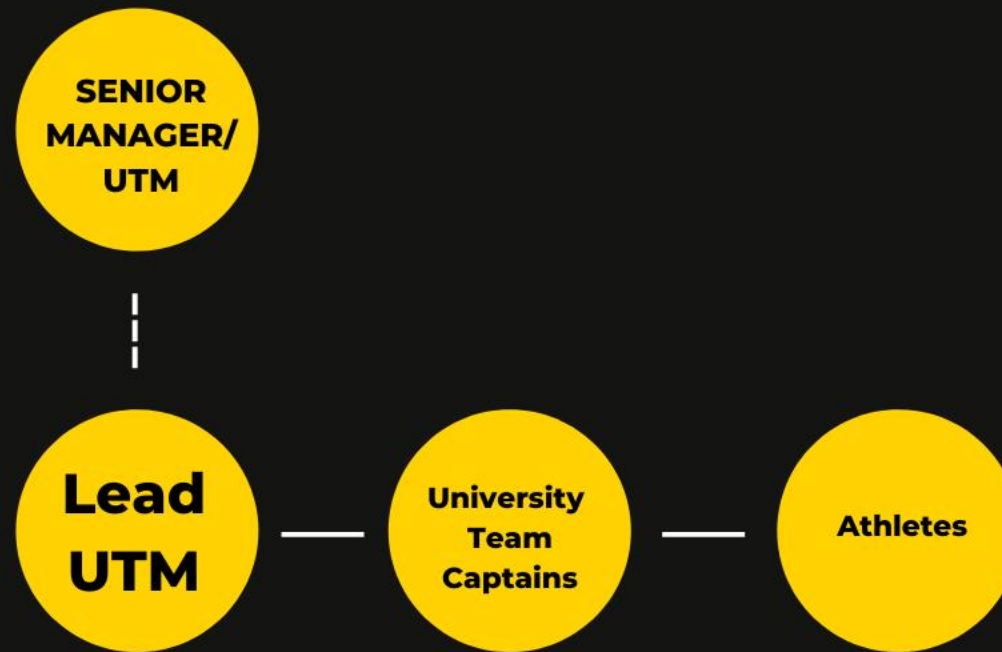
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ESSENTIAL CRITERIA FOR DECISION MAKING



STUDENT
EXPERIENCE



CULTURE &
VALUES



STRATEGY &
OBJECTIVES



POLICIES & CODE
OF CONDUCT

Budget + Resources



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STARTING POINT = UniSport

- Online Team Management 101
- UniSport Conference
- Regional Forums
- Working Groups
- Your Network





**LET THE PLANNING
BEGIN**



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ASSESS YOUR NEEDS



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ACTIVITY

**As a group list your
top 5 organisational
needs for attending
UniSport events**

SET YOUR EXPECTATIONS

For staff & Students



- Provide a high level of information
- Be consistent
- Give no excuses
- Create Resources
- Team education & events
- Team briefing

COMMUNICATIONS



Face to Face

(Team meetings, Managers meetings, check ins)

Digital

(Team App, Facebook, Mass Messaging, Newsletter)

Direct

(UTM Contact, Burner Phone, Student Directory)

Extras

(Team Socials, Meals, Printouts, additional meetings)



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ACCOMMODATION



- Meeting & admin space
- Recovery & medical triage
- Proximity to services and amenities
- Location



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GETTING AROUND



Price
Team size
Purpose
Quantity





**MULTIPLE
SPORTS &
TEAMS =
DIVIDE &
CONQUER**

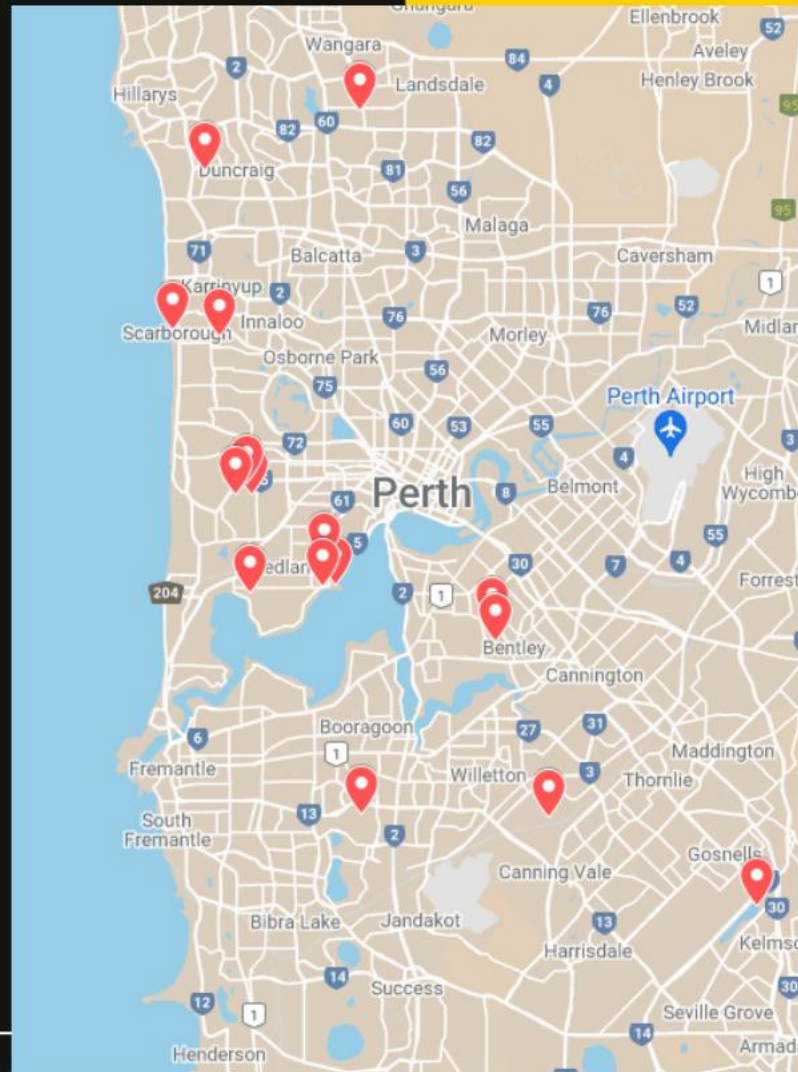
Prioritise based on your needs



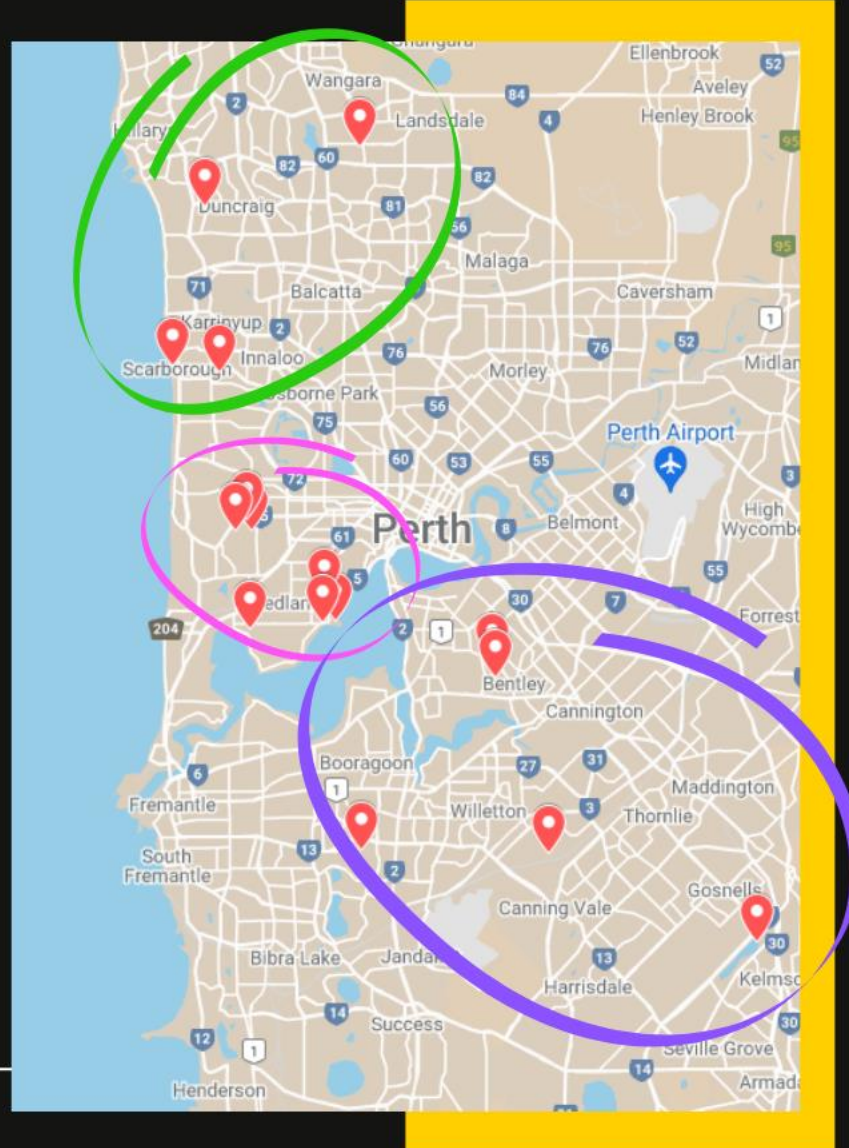
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- **GEORGRAPHY**
- **EXPERTISE**
- **PRACTICALITY**
- **ENJOYMENT**
- **RESOURCES**
- **EVENT GOALS**



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SCHEDULING

Date	Time	Sport	Team	Venue	Match	Opponent	Staff Group
29/09/22	10:00	Hockey	M	Hockey Park	Group A	UON	Car 1
29/09/22	12:00	Futsal	W	UWA	Group B	WS	Car 2
29/09/22	14:30	Netball	X	UWA	Semi Final	UOW	Car 2
29/09/22	16:00	Tennis	M	Tennis Club	Quarter Final	UTS	Car 3

Visit every sport within day 1-3



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EVENT DAY CHECK LIST

1

Trouble shoot/ urgent items

2

Health & wellbeing check up

3

Team photo

4

Support and inspire

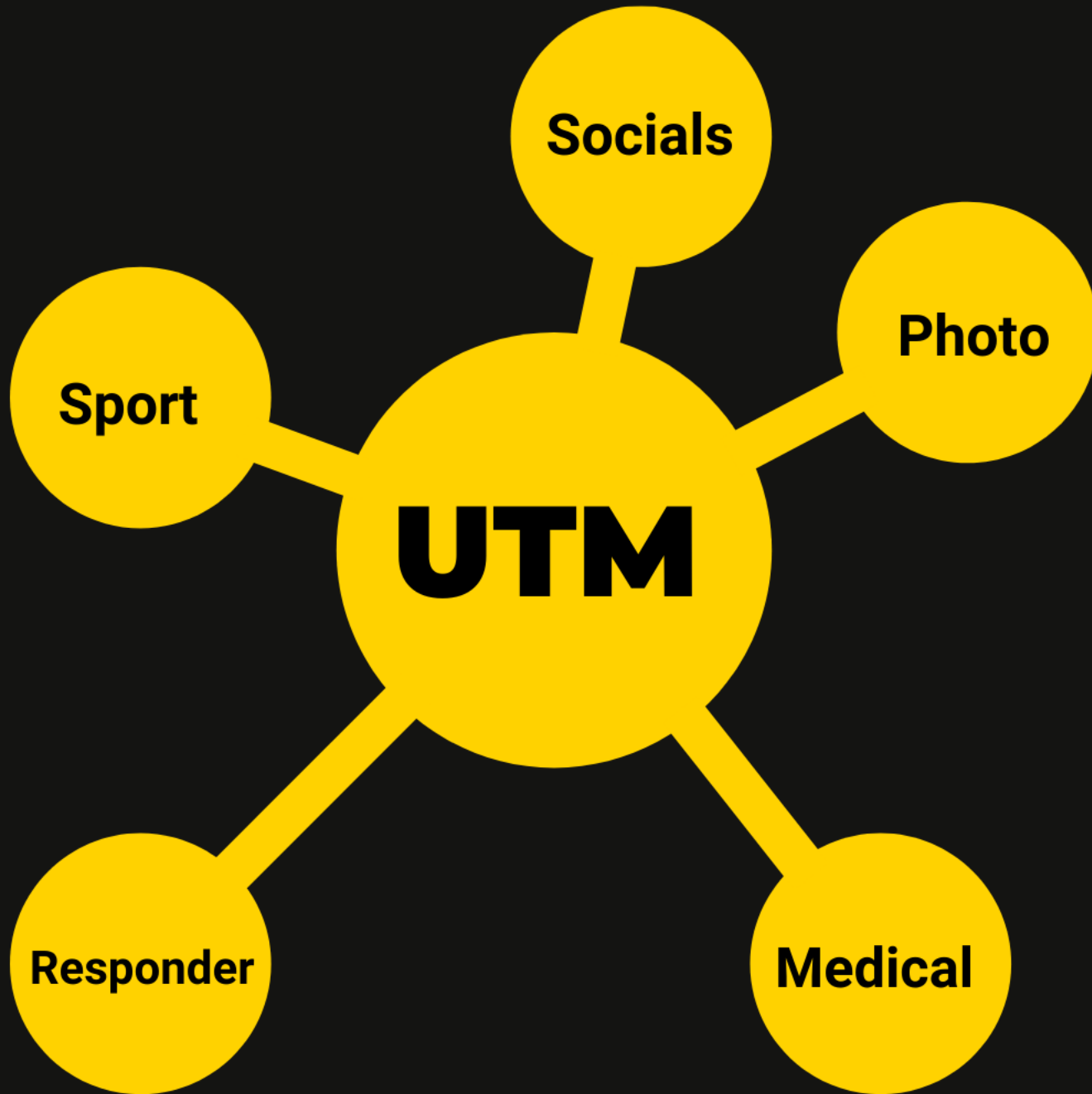
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Extras - treats, comforts,
transport etc.



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Delegate

Prioritise

INJURIES

- **Have emergency details on hand**
- **Always write a report or keep notes**
- **Monitor student and/ or refer to medical professional**
- **Understand your insurance policies**



CRITICAL INCIDENT RESPONSE

- **Have your process documented**
- **Clearly defined roles for staff**
- **Use your networks**
- **know when to call in the big guns AKA CEO or Senior manager**



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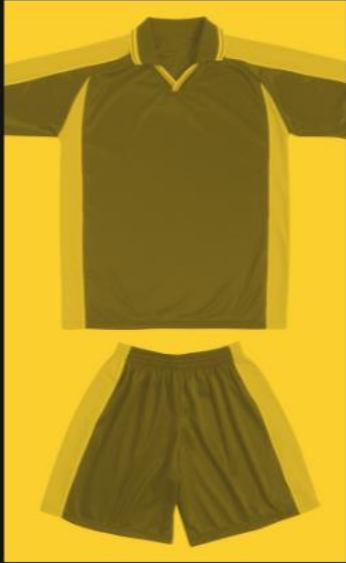


ACTIVITY

You're team is delayed at the airport, and to make it onto a flight you may choose only three of the following items to bring with you...

- **Sports camera and lens**
- **Business issued phone**
- **Company Card & Meal allowances**
- **Physio tables & sports med/ first aid kit**
- **Spare uniform kit**
- **Your personal bag**
- **Laptop and tech bag**
- **Sports kit bag**
- **Policies and documents**

A UTM PACKING LIST...



Spare Uniforms / Kit
Bag



company credit
Card



Medical needs/
supplies



Phone(s), Laptop,
Printouts



Camera





QUESTIONS?



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FROM ME TO YOU...



Manage your relationships

Beyond your comfort zone

**The "correct" solution isn't
always the best solution**

**Take a deep breath & look
after yourself.**



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CONTACT



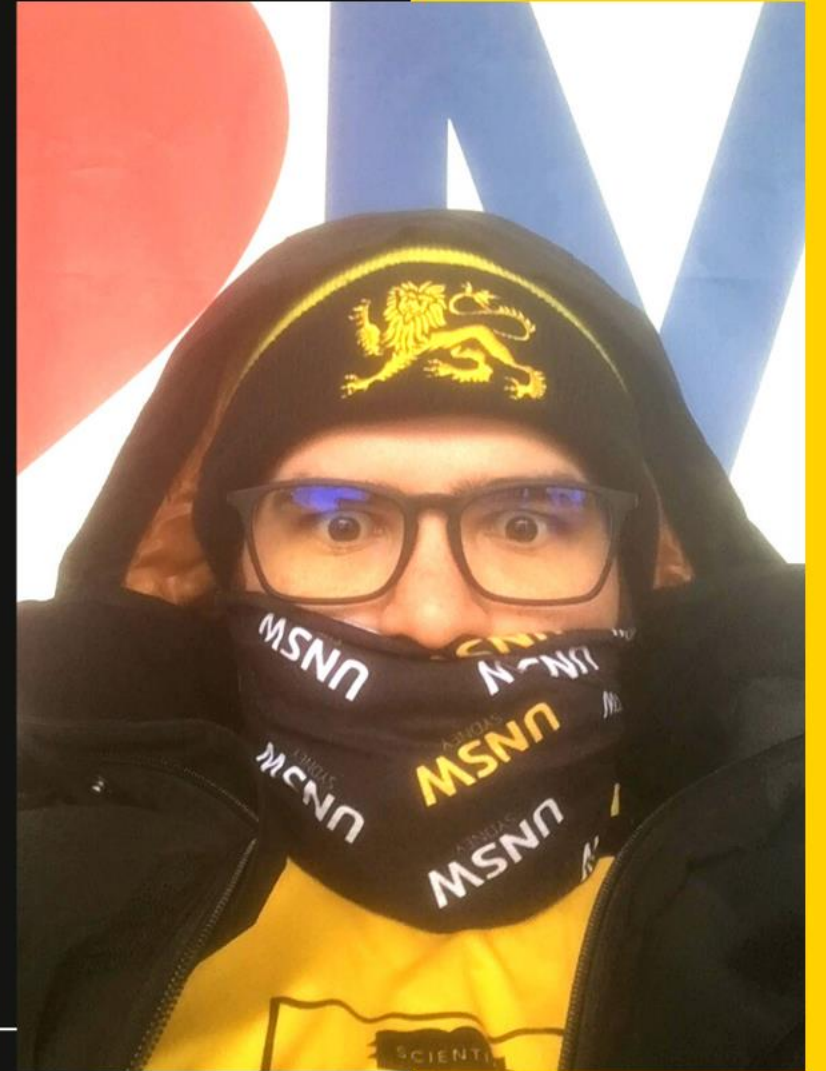
hbutler@acpe.edu.au



02 8061 2743



[linkedin.com/in/hagan-g-butler/](https://www.linkedin.com/in/hagan-g-butler/)







**THANK
YOU**