

Nationals Team Manager Handbook 2026



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Role of Team Manager

The Team manager leads and manages their team and is point of contact for ANU Sport staff. All Team Managers are expected to be organised, regularly check their emails and be in communication with their team throughout the entire lead up to Nationals.

This handbook will be your essential guide for completing this role. It includes all important information and expectations to ensure smooth administration of your team.

Responsibilities

The key responsibilities of the Team Manager include:

- Ensure the team has completed ANU Sport registration by the appropriate deadline
- Ensure the team has completed UniSport registration by the appropriate deadline
- Attend a compulsory team manager briefing with ANU Sport
- Organise team flights to Nationals location
- Organise transport within the host city
- If staying off-site, organise and book accommodation and provide ANU Sport with accommodation details
- Provide ANU Sport with the team's flights details, including arrival date and time, departure date and time and hotel check-in time
- Be aware of game time, team duties and forfeit fees
- Notify ANU Sport of any team changes or withdrawals as soon as they arise immediately
- Distribute all information from ANU Sport to the team

All responsibilities listed above will be detailed more thoroughly throughout the remainder of this Handbook.

Deadlines

ANU Sport will provide a thorough breakdown of deadlines that each team member must meet prior to attending nationals. Failure to meet deadlines will result in your team being at risk of removal from the competition. All associated expenses due to removal of a team will be the responsibility of the team to pay.

Deadlines that must be met include by each individual:

- ANU Sport Registration Deadline
- ANU Sport Accommodation Levy Deadline
- UniSport Registration Deadline
- Uniform Orders Deadline
- Proof of Uniform to ANU Sport Deadline
- Minimum Numbers Deadline
- Flights details provided to ANU Sport Deadline
- Attend Team Briefing
- Academic Exemption Letter Deadline

Team Manager Subsidy

As it is the team managers responsibility to ensure the team completes all relevant administration requirements by the specified deadlines. To acknowledge your efforts, a subsidy will be provided based on meeting these responsibilities.

For 2026, the subsidy structure is as follows:

- **If all deadlines met:** \$300 subsidy
- **If only one deadline missed:** \$200 subsidy
- **If two or more deadlines missed:** \$100 subsidy

The criteria tier is determined by your entire team meeting the deadline. In other words, all team members must complete the required tasks for you, as team manager, to qualify for the subsidy.

However, if extenuating circumstances arise that are beyond a team member's reasonable control these will be reviewed on a case-by-case basis and may allow for exceptions at the discretion of ANU Sport management. These circumstances must be communicated to ANU Sport at a reasonable time frame to be considered.

This subsidy will be provided after the completion of nationals.

Participation

Eligibility

To be eligible to compete at UniSport Nationals, you must be an ANU Student within the calendar year of competition. Exchange students or those only completing courses at university in one semester/graduate at the end of semester 1 are still eligible to compete. You do not have to be a part of an ANU Sports club to be eligible for UniSport Nationals. You do not have to be a part of an ANU Sports club to be eligible for UniSport Nationals.

Non-Competing Officials (NCOs) such as Team managers or Coaches are not required to be students.

Sports Available

UniSport offers a large range of sports which can be found [here](#). The table below highlights the minimum and maximum numbers for each sport and how many students will be supported by ANU Sport. If you want to inquire about additional students supported for your team, please contact ANU Sport to discuss.

Team Sports	Min	Max	Students Supported by ANU Sport*
AFL 9s	12	15	14
Badminton Men	4	6	5
Badminton Women	4	6	5
Basketball Men	8	12	10
Basketball Women	8	12	10
Beach Volleyball	2	2	2
Dodgeball	7	12	10
Football Men	14	19	16
Football Women	14	19	16
Golf (per team)	1	6	6
Hockey Men	14	18	16
Hockey Women	14	18	16
Netball Women	10	14	12
Netball Mixed	10	14	12
Table Tennis Men	3	5	4
Table Tennis Women	3	5	4
Tennis Men	4	6	5
Tennis Women	4	6	5
Ultimate Disc Mixed	10	20	15
Volleyball Men	7	12	10
Volleyball Women	7	12	10
Water Polo Men	10	15	12
Water Polo Women	10	15	12

**The number of students supported may vary from year to year. Please email ANU Sport to confirm the current number for your sport*

Individual Sports	Min	Max
Cycling open	1	n/a
Cheer and Dance	1	n/a
Fencing	1	n/a
Judo Men	1	5 (for team)
Judo Women	1	5 (for team)
Kendo Men	1	7 (for team)
Kendo Women	1	7 (for team)
Rowing Mixed	1	n/a
Sailing Open	6	8
Taekwondo	1	4 (per weight div)

Please contact ANU Sport to confirm whether a coach will be supported for your sport.

Other National Events

UniSport offers a range of standalone and regional competitions throughout the year. These events allow students to represent their universities in a specific sport or intervarsity matchups. Once these sports are confirmed they will be provided below.

Event	Location	Date/s
Triathlon	Wollongong	19 th April
Athletics	Gold Coast	22 nd - 24 th April
3x3 Basketball	University of Canberra	6 th - 8 th May
Swimming	Sydney	15 th - 17 th May
Indigenous Nationals	University of Newcastle	29 th June – 3 rd July
Distance Running	Gold Coast	4 th – 5 th July
T20 Cricket	Sunshine Coast, QLD	27 th – 31 st July
Surfing	Sunshine Coast, QLD	28 th – 30 th July
Cheer & Dance	Melbourne, VIC	10 th August
Cross Country	Ballarat	22 nd – 23 rd August
Snow	Mt Buller, VIC	31 st August – 2 nd September

ANU Sport Student Support Subsidy

ANU Students competing at UniSport Nationals who choose to not stay in the accommodation arranged by ANU Sport (eg weekend only sports) are eligible for a financial subsidy. For 2026, the subsidy amount will be \$50 per student, per night of competition. This payment will be processed and made directly to each student after the completion of nationals.

Coaches may be eligible for a subsidy through ANU Sport. If your team plans on taking a coach to UniSport Nationals please contact ANU Sport to discuss their eligibility for a subsidy.

ANU Sport Affiliation

ANU Sport Non-Competing Officials Registration

ANU Sport Non-Competing Officials registration is for those not competing but attending UniSport Nationals as a NCO (eg Coach, non-competing Team Manager). For 2026, the ANU Sport NCO registration fee is \$40

The registration fee covers the following:

- Insurance
- Administration fee

ANU Sport Competitor Registration

Participating in Nationals requires registration through both ANU Sport and UniSport. The ANU Sport registration is applicable to all students competing at Nationals. The fee for 2026 is \$85. This fee covers the following:

- Insurance
- Administration fees
- Event off-field shirt

Through the registration process, each student must complete the following forms:

- Participation Agreement
- Medical Screening Form
- UniSport Nationals Registration Form

Participation Agreement

All members attending UniSport Nationals are required to read and agree to the ANU Sport participant agreement which outlines the expectations and acceptable behaviour of students when representing the ANU at National events.

Medical Screening Form

Students are required to complete a medical screening form which is designed to identify any individuals with pre-existing conditions who may require additional support when competing. Any student who answers yes to any of the questions will require a medical clearance in order to compete which must be sent to ANU Sport.

UniSport Nationals Registration Form

This form ensures students are eligible through the criteria of UniSport to compete for their university. The form will ask you to upload proof of ANU Sport enrolment and your certificate of completion for Rights, Relationships and Respect / Consent Matter. You will also be asked to provide your size for off-field shirts.

Proof of Enrolment

UniSport Australia requires ANU Sport to verify the eligibility of all its competing students. To do this, every competing student must provide proof of enrolment to ANU Sport. The steps to access your proof of enrolment are

1. Login to ANUHub
2. Select the compass icon on the top right of the page
3. Select Menu
4. Select ANUHub
5. Select Academic Records
6. Select Letters
7. Download the Enrolment Confirmation Letter

Rights, Relationships and Respect

All competitors are required to complete the Consent Matters or Rights, Relationships and Respect module. The Rights, Relationships and Respect Module is for students commencing in 2023 or later and Consent Matters is for students commencing in 2022 or earlier.

The registration form will direct you to upload a screenshot of their certificate of completion of either module. If you have trouble accessing your RRR certificate, email rrr@anu.edu.au and requesting a copy of your certificate.

Those who cannot find their certificate for Consent Matter will need to complete RRR module as ANU does not have access to these records after transitioning to the RRR module.

Those who have an exemption from completing these modules can either upload a proof of exemption or email nationals@anu-sport.com.au to have this requirement waived from the

registration process. Students will not be required to explain their exemption to any ANU Sport staff member at any time.

Accommodation Levy

The accommodation levy is applicable to the sports that are part of the core competition week (mon-fri) of UniSport Nationals. ANU Sport will provide accommodation for Nationals, and the students pay a contribution towards the accommodation. The accommodation levy for 2026 will be \$500 for 6 nights at the Quest East Perth or Adina Apartments Perth.

For 2026, it is expected that all teams are staying at ANU Sport accommodation. Staying with the ANU Sport organised accommodation requires no logistical planning from team managers, other than completing room allocations. If you wish to discuss your team staying off-site, please get in contact with ANU Sport immediately to discuss.

It is expected that all members stay onsite at the designated accommodation. If any individual wishes to organise their own accommodation, they must seek approval from ANU Sport prior to making any arrangements.

Uniform

All athletes are required to wear the ANU Sport uniform when competing at UniNationals. Uniforms must be purchased through Athlead using this [link](#). For team sports that require numbered shirts, please ensure that players are not doubling up on numbers. Athletes who purchased a uniform in 2023, 2024 or 2025 are able to wear the same uniform this year and do not need to purchase a new one.

Unisport has uniform requirements for each sport, which can be found on their website in the policies and guidelines of the specific sport. These guidelines can be found through this [link](#).

The requirements for each sport can be seen in the table below. If you are unsure about the uniform requirements, please reach out to ANU Sport.

Sport	Shirt	Shorts	Others
Badminton	T-Shirt – No Number	Playing Shorts	
Basketball	Elite Basketball Singlet	Elite Basketball Shorts	
Beach Volleyball	Crop Top or Playing Singlet (Athletics & Beach volleyball)*	Playing Shorts or Black Tight Shorts	
Coaches & Officials	Polo Shirt		
Cycling			
Football	T-Shirt Numbered	Playing Shorts	Playing Socks

Futsal	T-Shirt Numbered	Playing Shorts	Playing Socks
Hockey	Playing singlet (Touch Football & Hockey)	Playing Shorts or Skort	Playing Socks
Netball	Netball Dress or Netball Singlet	Playing Shorts or Skort	
Rowing	Club Uniform**	Club Uniform**	
Squash	T-Shirt – No Number	Playing Shorts	
Table Tennis	T-Shirt – No Number	Playing Shorts	
Tennis	T-Shirt – No Number	Playing Shorts or Skort	
Touch Football	Playing Singlet (Touch Football & Hockey)	Playing Shorts or Black Tight Shorts	
Volleyball	Playing Singlet – Volleyball	Black Shorts	
Ultimate Disc	T-Shirt – Numbered	Playing Shorts	
Water Polo	Club Uniform**	Club Uniform**	

* Must be the same for the whole team

** ANU Sport does not provide uniforms for these sports. Please reach out to the relevant ANU Sport Club to confirm uniform requirements

Academic Exemption Letter

Students who represent the ANU and ANU Sport at UniSport Nationals events are eligible to request a letter from ANU Sport providing evidence of their representation which can be used to support extension requests and approved absences from classes.

All applications for academic exemption letters must be received by **Sunday 13th of September**. The link to request an academic exemption letter can be found [here](#).

Please note that this letter is not a guarantee that an extension or other academic considerations will be approved as this is left to the discretion of individual course convenors. If you have any questions regarding academic exemption letters, please get in contact with ANU Sport.

UniSport

Registration

Students and NCOs are also required to register through UniSport Australia, separately to the ANU Sport registration. Registration can be through this [link](#) (Link to be provided soon) or by going to the UniSport website > Nationals > your sport > Registration & Pricing > Register Now.

Students are required to upload a photo during this process which is used for the student's accreditation pass. There are specific requirements for these photos which are outlined in

the registration process, so please ensure that your team is aware of them and meet the requirements.

You will be required to pay the registration fee at the same time. A detailed breakdown of UniSport 2026 pricing is available via this [link](#). UniSport standard registration closes **9th August**. After this date, a \$50 late fee applies. Final registration closes on **20th September**.

Minimum Numbers and Withdrawals

All team sports are required to meet a minimum number of participants registered by the team withdrawal deadline of 10th August 2026. Each team sport has different minimum number requirements so please check your teams UniSport Guidelines on the website or through this [link](#).

If your team does not meet minimum numbers by this deadline, UniSport will withdraw the team from competition.

If your team withdraws from the competition after minimum numbers deadline, the team will face significant fines from UniSport Australia, with these fines being passed onto your club/team. Any team which withdraws after this date will face a \$400 withdrawal fee plus a \$22 admin fee per registered competitor and the registration fee of any registered competitor.

Individuals who withdraw from a UniSport competition may be eligible for a refund in certain circumstances. Please refer to the Refund Policy section of this document.

Forfeit & Fees

Both ANU Sport and UniSport hold strong expectations that teams and individuals will compete in all their scheduled matches. If your team forfeits a game, a financial penalty will be imposed by UniSport Australia that is the responsibility of your team to pay. ANU Sport does not will not be held responsible for paying any fines incurred by ANU teams at UniSport competitions and will pass these charges over to your team.

For pool matches and progression games:

- \$30 per team member

For Finals game forfeits

- \$50 per team member & relegation to last place

Please keep these fines in mind when planning and booking flights. Inappropriate travel arrangements are not considered a special circumstance and will incur the full fine for your team.

Unisport may also fine you if uniform requirements are not met. If you are not in appropriate uniform, as per the sports UniSport Guidelines, the fee is \$40 per team member.

Team Duties

UniSport Australia requires some sports to undertake team duty requirements to assist in running their competition. This normally includes timing matches, scoring or being lines people. Specific sports can check their duty requirements by clicking on their sport's competition guidelines [here](#).

If a team misses a duty, they will incur the following fee:

- \$20 per person (usually 2 people required for each duty equalling a fine total of \$40)

Training Facility Hire

Teams and individuals competing at UniSport Nationals are eligible for 10 hours free facility hire through ANU Sport. These bookings cannot take place at existing ANU Sport club booking times. They must be made separate to existing club bookings.

To book nationals training times please contact nationals@anu-sport.com.au.

Please note you are not guaranteed your first preference for training dates and times as there is high demand for bookings from ANU Sport clubs and other groups.

Pre-Nationals Administration Requirements

Coaches & Managers Training

Team managers will be required to attend a Team Manager Briefing with ANU Sport before the end of Semester 1 to ensure everyone is understanding of their roles and responsibilities. The date of this meeting is **TBC** but will be communicated to you once confirmed. You must attend this meeting or organise another time to meet with ANU Sport staff to go over all Nationals 2026 information.

Coaches, Managers and participants in individual sports are required to complete UniSport training courses "Be the Influence" and "Team Captains". Links to complete these courses will be sent out to the relevant people so they can complete them with plenty of time before Nationals.

These courses will assist coaches, managers in individual sports and competitors with understanding their roles as well as providing tips and processes for how to best navigate the lead up and competition period of a national event.

Team Briefings

It is compulsory for all students and NCOs attending UniSport Nationals to attend a team briefing hosted by ANU Sport. There will be multiple days to choose from, with a requirement to attend only one. You will only be marked as eligible to compete at Nationals if you attend this briefing. These briefings will contain important information on the behavioural expectations of students whilst at Nationals, allow all students to meet the ANU Sport staff attending nationals and understand the support services available both on the ground at Nationals and back in Canberra should a student require them. Any person who is unable to attend one of the team briefing sessions must contact ANU Sport, so they can organise a meeting with ANU Sport staff to go over the relevant information.

The team briefing sessions for 2026 are:

1. Monday 14th September: 6-7pm
2. Wednesday 16th September: 6-7pm
3. Thursday 17th September: 12-1pm

*The locations of these meetings are still being confirmed. If these dates do change, you will be notified by ANU Sport.

Flights and Travel

ANU Sport is working with SportsLink Travel to hold a limited number of flights for students, helping to reduce the financial barrier to attending Nationals. While teams and team managers are responsible for arranging their own travel to the host city and during UniSport nationals, using SportsLink can reduce the administration workload for team managers. Details on flight costs, availability, and booking contacts will be provided to team managers in early 2026. These flights will be reserved specifically for ANU teams travelling to UniSport Nationals 2026. The deadline for confirming with ANU Sport that your team will be using SportsLink flights is 21st June 2026.

You must provide ANU Sport with flight details for your entire team before attending UniSport Nationals. The deadline for providing flight details (including flight number, arrival and departure times and dates) is 11th September 2026.

Accommodation Expectations

All teams attending UniSport Nationals 2026 are required to stay at the accommodation arranged by ANU Sport. ANU Sport has secured rooms across two hotels in Perth: Quest Perth East and Adina Apartments. Each team will be allocated to one of these hotels by ANU Sport, and this information will be communicated well in advance of the event.

Room allocation within each team is the responsibility of the team manager. ANU Sport will provide details about room sizes and configurations so managers can assign students appropriately. It is important that these allocations are completed promptly to avoid any last-minute issues.

To maintain duty of care, every student must submit their expected check-in time prior to arrival. This allows ANU Sport staff to be present when students check in, ensuring they are supported and accounted for. Checking in with ANU Sport is essential, as it enables us to confirm your arrival and assist with any immediate needs or concerns.

During Nationals, a noise curfew will be enforced from 9pm each night. After this time, students are expected to keep noise to a minimum in all public areas of the hotel, including lobbies, hallways and shared spaces. Noise within rooms should also be reduced to avoid disturbing other guests. If you plan to leave the hotel in the evening, you must do so before 9pm. This curfew is in place to ensure a respectful environment for all guests and to maintain positive relationships with our accommodation providers.

Refund Policy

ANU Sport

The ANU Sport registration fee is non-refundable, except where a valid medical certificate is provided prior the commencement of UniSport Nationals.

The ANU Sport accommodation levy is refundable up to 30 days before the start of the competition. No accommodation refunds will be issued for withdrawals made after 25th August 2026.

UniSport

In the circumstance that a team member needs to withdraw from UniSport Nationals after the registration deadline, they may be eligible for a refund for their UniSport registration fee. The UniSport registration fee may be refundable if the withdrawal is due to a medical injury or family tragedy. Supporting documentation must be provided and submitted prior to the start of UniSport Nationals.

Refunds must be submitted by ANU Sport on behalf of the student so please contact ANU Sport immediately if a student needs to withdraw from competition.

For more information regarding UniSport refunds, please read the following document [here](#).

*Please note UniSport will deduct an administration fee of \$22.00 from any refund paid.

Incident Reporting

Any incident or injury which occurs at Nationals will require an incident report to be completed. The link to complete an incident report can be found [here](#). This form requires details on what occurred and the details of any witnesses so ANU Sport can follow up if required.

To be covered by ANU Sport insurance an incident report must be completed within 7 days of the injury occurring and submitted through this form to ANU Sport.

ANU Sport Policies

All competitors and NCOs are bound to certain policies and codes of conduct. Teams and individuals are bound to the relevant ANU Sport policies which can be found [here](#). Students are also bound to the ANU Student Code of Conduct found [here](#) and the UniSport Australia Code of Behaviour, found [here](#).

There are significant penalties for breaking these policies and codes including expulsion from the university for severe breaches. ANU Sport staff have an obligation to report any inappropriate behaviour or breaches of these policies directly to ANU and UniSport.

What Does ANU Sport Do?

ANU Sport provides support to teams and individuals before, during and after UniSport Nationals to ensure a smooth and enjoyable experience for all participants.

Before the Event

ANU Sport assists with key preparations including organising accommodation, answering general travel inquiries, managing team registration, coordinating uniforms, processing payments, handling withdrawals and guiding teams through all aspects of Nationals preparation. Staff are also available to help book facilities and team training sessions leading up to the event.

The primary point of contact for all pre-nationals questions and concerns will be the Marketing Coordinator – Events & Promotions and best contact at nationals@anu-sport.com.au.

During the Event

ANU Sport staff will be on the ground in Perth throughout Nationals to provide support and act as a point of contact for all students. Staff will stay at the same accommodation as ANU teams and will be available for assistance at any time during the week. They will aim to attend at least one match for every team to show support for all competing students.

In addition, there will be a lead University Team Manager, who will serve as the first point of contact for urgent matters such as injuries, behaviour concerns or other immediate issues. Please refer to Key Contacts section for details on who to contact during the event.

After the Event

ANU Sport remains available post-Nationals to assist with incident reporting, resolving outstanding fees, and collecting feedback to improve future events.

ANU Sport strives to provide students with all relevant information as soon as it becomes available from UniSport. However, staff are always happy to answer questions and provide support whenever needed.

Key Dates Checklist

Action	Due Date
Team Manager Briefing	TBC
Team lists due to ANU Sport	31 st May 2026
Confirmation of SportsLink flights Deadline	21 st June 2026
ANU Sport Registration Deadline	26 th July 2026
ANU Sport Accommodation Levy Deadline	26 th July 2026
Proof of Uniform to ANU Sport Deadline	31 st July 2026
UniSport Standard Registration	9 th August 2026
Minimum Numbers Deadline	10 th August 2026
Team Withdrawal Deadline	10 th August 2026
Final Date for accommodation refund	25 th August 2026
Team Briefings RSVP Deadline	7 th September 2026
Flight Details provided to ANU Sport	11 th September 2026
Academic Exception Letters Request Due	13 th September 2026
Attend Team Briefing	14 th , 16 th or 17 th September 2026
Final UniSport Registration Deadline	20 th September 2026

Key Contacts

Name	Title	Contact
Nationals Inquiries		Nationals@anu-sport.com.au
Gen Livingstone	Marketing Coordinator – Events & Promotions	Gen.livingstone@anu-sport.com.au
Kyle Weekes	Sports Manager	Kyle.weekes@anu-sport.com.au
Freya McLaughlin	Sports Administrator	freya.mclaughlin@anu-sport.com.au