



# Surf Life Saving Australia – Circular

September 2008



## 2008/2009 Kellogg's Nutri-Grain Ironman Series Team Managers Nominations

<b>Document id</b> C32/08-09	<b>Audience</b> Competitors, Officials, Presidents and Secretaries
<b>Department</b> Surf Sports	

### Summary

This circular calls for an expression of interest for Team Managers for the 2008/2009 Kellogg's Nutri-Grain Ironman Series. The series is to be held at Kurrawa Beach, Coolum Beach and Coogee Beach with the trial being held at Wanda Beach.

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care.

Surf Life Saving Australia is calling for expressions of interest for Team Manager's at the 2008/2009 Kellogg's Nutri-Grain Ironmann Series with availability at Round 1-5 at the following locations and dates:

ROUND	DATE	VENUE
Trial	29 <sup>th</sup> & 30 <sup>th</sup> November 2008	Wanda Beach, NSW
Round 1	17 <sup>th</sup> January 2009	Kurrawa Beach, QLD
Round 2	18 <sup>th</sup> January 2009	Kurrawa Beach, QLD
Round 3	7 <sup>th</sup> February 2009	Coolum Beach, QLD
Round 4	8 <sup>th</sup> February 2009	Coolum Beach, QLD
Round 5	22 <sup>nd</sup> February 2009	Coogee Beach, NSW

The roles and responsibilities of appointed Team Managers are detailed below, and these should be taken into consideration prior to nominating for the position.

Please send nomination forms direct to SLSA by COB **30<sup>th</sup> October 2008**:

**Surf Life Saving Australia**  
**Locked Bag 2**  
**Bondi Beach**  
**NSW 2026**  
**FAX: 02 9130 8312**



### **Team Manager's Roles:**

A Team Manager is responsible for the:

- Administration and management of the team, and
- Welfare of all of the team members from time of arrival until departure at each of listed series rounds.

### **Responsible to:**

The Team Manager is responsible to the Surf Sports Manager, Karen Reimann.

### **Knowledge, Skills, Experience and Requirements**

#### *Essential:*

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches, officials, staff and administrators
- Demonstrated strong organisational skills
- Sound knowledge of the rules/regulations of Life Saving as they relate to the Kellogg's Nutri-Grain Ironman Series
- "A" or "B" class driver's license
- Current First Aid Certificate

#### *Desirable:*

- Previous management/coach of a National/State or previous KNG Team
- Current accreditation as a SLSA Surf Coach

### **Responsibilities and Duties – A Checklist for Consideration**

A Team Manager has many varied duties and responsibilities. Below are some areas to consider when nominating to manage a team.

#### **Prior to the Event:**

The Team Manager's duties commence well before the departure date. The Manager may be responsible for liaising with:

#### *SLSA regarding:*

- Travel and accommodation of team
- SLSA management of series including sponsor and media commitments
- Uniforms and training venue/equipment including first aid support
- Budget arrangements for the event series and methods of payment – credit cards, petty cash and invoicing
- Movement/availability and safe storage of athlete's competition equipment at selected venues
- Any special contingencies that may arise during series

#### *Athletes/Parents/Coaches and Officials regarding:*

- Contact team members to gain initial insight into team personalities and any concerns
- Providing training and tour information (eg travel, accommodation and competition/function details i.e. contact numbers, addresses and functions)
- A point of contact for any team or individual media commitments
- Providing all team members with a checklist of what they are required to bring prior to departure
- Ensuring all team members are aware of the SLSA & SSA Anti-Doping Policy
- Be aware of any personal dietary needs of athletes
- Rooming lists and athlete experience balance regarding room allocations



### **During the Event:**

- Coordinate and organise team meetings and briefings
- Communicating with Referee/Officials and SLSA personnel to ensure athletes are aware of any changes or delays to the competition program
- Organising to have equipment and food/refreshments/water/sunscreen available on the beach
- Liaising with all team members, coaches and officials to ensure the needs of athletes are met and the tour party are appropriately dressed, disciplined and informed of schedules, especially for training, competition, official functions and media & promotional appearances
- Liaison between the organising committee of the event and the team including attending Team Managers Meetings
- Adjudicating any problems that may arise amongst athletes, officials and supporters
- Ensuring all welfare and safety requirements for the team and prompt treatment of any injuries.
- Athletes under 18 years must be supervised at all times. It is extremely important that all Team Managers are aware of relevant policies including:
  - SLSA Child Protection Policy
  - SLSA Harassment Free Policy
  - SLSA Codes of Conduct
- Liaising with an appropriate person at SLSA regarding any athlete's inappropriate behaviour, misconduct, injuries or illness
- Being responsible for all financial details, including collecting receipts and providing a financial statement of monies expended
- Being responsible for team transport and hire vehicles if required
- Organising meal arrangements in liaison with the coach or other officials
- Ensuring all equipment (including drink bottles) is ready for use
- Co-ordinating team photos

### **Prior to Departure from Event**

- Confirming departure travel arrangements (flight details, transport details etc)
- Confirming details of departure from accommodation and ensure all team members accounts are paid.

### **After the Event**

- Returning all equipment

Providing a written report to SLSA including a balanced budget and copies of any media exposure

### **General details:**

- Appointed Team Managers will be required to attend the appropriate briefings with details to be advised at a later date.
- All travel and accommodation arrangements will be made for the Team Managers for each of the rounds
- Immediately after the close of nominations, the appointment of Team Managers will be finalised and a letter of appointment will be issued as soon as possible after selection.
- If you are unable to attend the event after the letter of appointment has been received please notify Karen Reimann on [kreimann@slsa.asn.au](mailto:kreimann@slsa.asn.au) or (02) 9300 4000.



## 2008/2009 Kellogg's Nutri-Grain Ironman Series Team Manager Nomination Form

- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.

### Privacy

- These personal details are being collected by SLSA for the purpose of Officiating at the 2009 Kellogg's Nutri-Grain Ironman Series
- This information will not be disclosed to third parties
- You have the right to access the information held about you by SLSA

**I am applying for selection in the 2008/2009 Kellogg's Nutri-Grain Ironman Series as a Team Manager of (please tick box):**

Northern Queensland Lightning	<input type="checkbox"/>	Southern NSW Blue Fins	<input type="checkbox"/>
Southern Queensland Sunfish	<input type="checkbox"/>	Southern Ice	<input type="checkbox"/>
Northern NSW Hammers	<input type="checkbox"/>	Western Waves	<input type="checkbox"/>

**You must be available to attend all the events as follows:**

Round 1 & 2	Kurrawa Beach	17 <sup>th</sup> and 18 <sup>th</sup> January 2009
Round 3 & 4	Coolum Beach	7 <sup>th</sup> and 8 <sup>th</sup> February 2009
Round 5 (Final)	Coogee Beach	22 <sup>nd</sup> February 2009

### Personal details

First Name	_____	Last Name	_____
Date of birth	_____	Male / Female (please circle)	
Address	_____ _____		
Town	_____	State	_____
Postcode	_____		
Phone (H)	_____	Phone (W)	_____
Phone (M)	_____	Fax	_____
Email	_____		

<b>Surf Club Member</b>	
<b>Surf Coach Accreditation Level</b>	
<b>License Expiry Date</b>	



Evidence of previous experience as a Team Manager / Coach at Club, Branch, State and/or Australia levels				
Date	Event	Location	Team Name	Role

At the time of signing this form I acknowledge that:

- I agree to abide by the terms and conditions of the Selection Policy and the SLSA Constitution and Regulations, including the Team Manager's Code of Conduct as outlined in the Surf Sports Manual and below:

Team Managers and Coaches will:

- Insist that competitors understand and abide by the principles of fair play.
- Never countenance the use of drugs by competitors.
- Never employ methods or practices that could involve risks, however slight, to the long term health or physical development of their competitors.
- Not attempt to manipulate the rules in order to take advantage of their competitors or opponents.
- Respect the regulations and authority of SLSA and not attempt to avoid or circumvent these regulations.
- Recognise the special role that they have to play in the establishment of standards by setting a good example of sportsmanship at all times.
- Respect the rights of other teams and never deliberately act in a manner intended to be to the detriment of another team.
- Respect the rights of competitors, coaches, officials and not exploit or deliberately act in a manner detrimental to them.
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations, or within the fundamental precepts of fair play.

- If I am selected to the Kellogg's Nutri-Grain Ironman Series Team I agree to be bound by the terms and conditions of the Team Agreement.
- SLSA has a Privacy Policy and the information provided below is necessary for the purpose of selecting the Team Managers and for the management of the Teams.
- I acknowledge and agree that the information will only be for the purpose of the provision of services directly related to the management of the Kellogg's Nutri-Grain Ironman Series Teams.
- I understand that I will be able to access the information held about me by those service providers.
- I understand that if I do not adhere to the before mentioned description, code of conduct, terms and conditions contained within this document that SLSA reserve the right to revoke my appointment effective immediately at anytime throughout the series.
- By signing this form I warrant that I am eligible for selection.



Applicant Name: .....

Signed: .....

*(Applicant)*

Signed: .....

*(By parent/legal guardian where member under 18 years of age)*

Dated: .....

Club endorsement .....

Please complete the nomination form and forward to SLSA at Locked Bag 2, BONDI BEACH  
NSW 2026 or fax to (02) 9130 8312 by **30<sup>th</sup> October 2008**.