

Circular 051:04:10



To: Aquatic Sports Executive
Club Presidents
Club Team Coaches
Aquatic Sports Council
Club Secretaries
Club Team Managers

Cc: Y&LD Executive

From: Drew Urlichs – Manager, Aquatic Sports

Date: 28 April 2010

Subject: **Interstates Management Nominations 2010-2011 – NOW OPEN**

Action: Submit entries by 5:00pm Friday 28th May 2010

For additional details on this Circular please contact:
Drew Urlichs on 03 9676 6957 or email drew.urlichs@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

Life Saving Victoria is establishing a winter training and development squad, which will form the basis of the State and Development teams to be selected for the 2011 Interstate Championships.

To ensure continued coaching and management of the group, including trials and the Interstate Challenge in 2011, applicants are now invited for the following positions:

- State Team Head Coach (Level 2 minimum)
- State Team Assistant Coach's (3) Beach, Pool and Ocean (Level 1 Minimum)
- State Teams Manager and Assistant Manager (Teams and Touring)
- Development Head Coach (Level 2 or Senior Level 1 minimum)
- Development Assistant Coach's (3) Beach, Pool & Ocean (Level 1 minimum)

Selection of the 2011 Victoria Interstate Team will be conducted at trials in October / November (dates TBA) and will be based results and team makeup requirements for the SLSA Interstate events.

State Coaching and Management staff will be selected from the Winter Development Training staff.

Please find attached Nomination form, State Team Manager Guidelines and State Team Coach guidelines.

Nomination Form – 2010-2011 Interstate Management Personnel

Name: _____
 Phone: _____ AH _____ BH _____
 Mob: _____
 Address: _____ Suburb: _____ Postcode: _____
 Email: _____
 Club: _____

Please tick:

- | | | | |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | Team Manager | <input type="checkbox"/> | State Team Head Coach
(Level Two Minimum) |
| <input type="checkbox"/> | Assistant Team Manager | <input type="checkbox"/> | Development Head Coach
(Level One Minimum) |
| <input type="checkbox"/> | State Assistant Coach
(Beach, Pool, Ocean) Please circle chosen option | <input type="checkbox"/> | Development Coach
(Beach, Pool, Ocean) Please circle chosen option |

Please list previous experience, performances and accreditation (if applicable):

Note: Please use the space below if you would like to submit additional information or you may attach additional papers to this nomination form.

Signature of Nominee: _____ Date: ____/____/____

Please fax to the Manager of Aquatic Sports on 03 9681 8211 or
 Email drew.urlichs@lifesavingvictoria.com.au by **5:00pm Friday, 28th May 2010.**



2010-2011

Victorian State Team Coach

Guidelines

An initiative of the Victorian operations of:



1. Responsibilities

- 1.1 Once appointed, the Coach will make himself/herself familiar with the requirements set out in the these guidelines and the guidelines pertaining to the operations of the State Team Manager.
- 1.2 The State Team Coach shall be the person who, during the term set by the LSV Aquatic Sports Executive and State Team Panel is responsible for:
 - 1.2.1 The co-ordination and training necessary for the preparation of the team,
 - 1.2.2 The conduct and control of the team at the competition,
 - 1.2.3 In conjunction with the State Team Manager conduct any administration that may be necessary from the time of the team's return until the end of his/her term as Coach,
 - 1.2.4 Taking whatever action is appropriate, to that circumstance to ensure
 - 1.2.4.1 The best performance of the team
 - 1.2.4.2 That the conduct of the team before, during and after the Championship/Tournament is of the standard required by the LSV
- 1.3 The Coach shall maintain close liaison with the Manager – Aquatic Sports, Team coach(s) and competitors.
- 1.4 The Coach is responsible at all times to LSV. In all matters relating to his/her team during his/her term as Coach.
 - 1.4.1 Should an extraordinary circumstance arise which is not covered in the Coaches' responsibilities, then the matter, in conjunction with the Manager and Team Selectors (if appropriate) shall be referred to the LSV Aquatic Sports Executive and State Team Panels who shall decide what action is to be taken.

2. Financial Agreement

- 2.1 The State Team Coach shall be aware that the position is a voluntary one and no direct payments of any kind shall be made by LSV or SLSA for services rendered.

3. Duties

The criteria will be:

- a) This position requires a close working relationship the State Team Manager and State Headquarters
- b) The coach shall be lead in matters relating to the State Team membership selection.
- c) The Coach shall submit to each team member a training schedule and shall monitor each member's performance and provide individual feedback and instruction.
- d) The Coach shall provide all relevant information on the composition of the team to enable the Manager to enter the team and members for the Interstates Championships via State Headquarters
- e) The Coach shall assist members with any training equipment requirements.
- f) The Coach shall ensure State Team members are present at all Championship events and marshal and compete in the relevant events at the appropriate times.
- g) The Coach shall at all times set the example and be a good role model.



- h) The Coach shall assist the State Team Manager in all matters of discipline in relation to the members of the State Team.
- i) The Coach shall provide a report on completion of the National Championships, which includes:
- A list of all the results.
 - This report can be a joint report compiled by both the Coach and Manager.
- j) The Coach may select any additional specialist coaches deemed as necessary to provide the team with the best possible chance for competitive success.

The above duties are provided as a guide. Additional duties may be necessary, as determined by the Aquatic Sports Council & State Team Panel from time to time.

**Applications are to be forwarded to State Headquarters and to arrive no later than
5:00pm Friday, 28 May 2010.**



saving lives, preventing injuries, enjoying the water



2010-2011

State Team Managers Guidelines

An initiative of the Victorian operations of:



saving lives, preventing injuries, enjoying the water

State Team Managers Guidelines

1. Responsibilities

- 1.1 Once appointed, the Team Manager will make himself/herself familiar with the requirements set out in the State Team Managers Guidelines
- 1.2 The Team Manager for a State Team shall be the person who, during the term set by the LSV Aquatic Sports Executive and State team Panel is responsible for:
 - 1.2.1 The administration and co-ordination necessary for the preparation of the team,
 - 1.2.2 The whole of the administration and control of the team at the competition,
 - 1.2.3 Any administration that may be necessary from the time of the team's return until the end of his/her term as Manager,
 - 1.2.4 Taking whatever action is appropriate, to that circumstance to ensure
 - 1.2.4.1 The best facilities for the team
 - 1.2.4.2 That the conduct of the team before, during and after the Championship/Tournament is of the standard required by LSV
- 1.3 The Team Manager shall maintain close liaison with the Manager – Aquatic Sports, Team coach(s) and competitors.
- 1.4 The Team Manager is responsible at all times to LSV. In all matters relating to his/her team during his/her term as Manager.
 - 1.4.1 Should an extraordinary circumstance arise which is not covered in the Team Manager's responsibilities, then the matter, together with the Managers Coaches and Selectors (if appropriate) recommendations shall be referred to the Aquatic Sports Executive and State Team Panel, who shall decide what action is to be taken.

2. Financial Agreement

- 2.1 The Team Manager shall be aware that the position is a voluntary one and no direct payments of any kind shall be made by LSV or SLSA for services rendered.

3. Duties

- 3.1 Advise the Manager – Aquatic Sports of estimated costs to team members, for inclusion on the nomination forms (if possible).
- 3.2 Prior to final selection, ensure that all documented proof of competitor eligibility (e.g age restrictions etc) are checked
- 3.3 Ensure that competitors selected in the State Team(s) are made aware of their responsibilities as Victoria Branch State Team Members.
- 3.4 If any competitors are taking medication and if so check whether it is banned by the I.O.C. If such medication is banned the Team Manager will need to ensure that the competitor makes other suitable arrangements.
- 3.5 Care for the health and welfare of the team until the Team(s) disbands. In the event of illness or injury the Team Manager, in consultation with the Coach(s) and the competitor, shall seek medical advice about treatment and fitness.
- 3.6 Undertake any necessary correspondence, both inward and outward through the Manager Aquatic Sports.

- 3.7 Submit a budget to LSV for approval, showing the estimated costs for each Team member
- 3.8 Gather the information required for the program of the Championships.
- 3.9 Organise fund raising activities. Ensure that the team members realize the size of the subsidy towards their costs.
- 3.10 Collect equipment requirements from the LSV State Headquarters.
- 3.11 Check personally that the booked accommodation is suitable for the team's requirements, and, if necessary, in liaison with the Manager Aquatic Sports, make alternative arrangements.
- 3.12 Distribute travel and accommodation information to the team members one (1) week prior to departure
- 3.13 Ensure that the team assembles at the departure point (unless other travel arrangements have been previously approved).
- 3.14 Ensure that any further transport required is available and confirmed
- 3.15 Contact the management at the accommodation, make any necessary payments and ensure that all team members are settled in.
- 3.16 Act as liaison person to arrange interviews with the press for the Coach or Captain
 - 3.16.1 The coach or Captain shall have no right to speak for the LSV or any matter not connected with the Championships in which the Team is involved.
- 3.17 Be responsible for the discipline of the team and its members, and their conduct, and shall, from time to time, make rules he/she considers necessary for maintaining at all times, the standards expected by the LSV.
- 3.18 Attend the meetings at which are outlined:
 - 3.18.1 Championship procedures and regulations,
 - 3.18.2 Procedure for member substitution
 - 3.18.3 Any other duties required of Team Managers
- 3.19 Ensure that results, including relevant comments about the Championships are conveyed (telephoned or faxed) to LSV State Headquarters during the Championships
- 3.20 Ensure that there is no outside interference with the team in achieving its objective (e.g) Persons who may be undermining the team's morale or distracting the minds of the team members from specific tasks).
- 3.21 Set a high standard in all matters including:
 - 3.21.1 Social activities
 - 3.21.2 Driving of rented vehicles (drivers nominated as per Rental documents)
 - 3.21.3 Behaviour at place of accommodation
 - 3.21.4 Behaviour to umpires, officials and other participants
- 3.22 Advise, immediately, the Manager – Aquatic Sports of any problems which arise and which may be detrimental to the team and/or LSV.
- 3.23 Return equipment (if applicable) to LSV promptly after the Championships.



- 3.24 Within 42 days of returning, submit a Championship Report including:
- 3.24.1 Team performance
 - 3.24.2 Financial Statement – fundraising, expenses incurred, sponsorship etc.
 - 3.24.3 Team behaviour (confidential if necessary)
 - 3.24.4 Injuries and illnesses
 - 3.24.5 Selection in National squads
 - 3.24.6 Recommendations for improving the running of State Team(s)
- 3.25 Ensure that the financial receipts/accounts are handed to Manager Aquatic Sports within 42 days, as per written Reports, for audit purposes.
- 3.25.1 Include all invoices and receipts with the Team's financial statement.

4. Uniform

- 4.1 Establish the uniform requirements of the team as per the Uniform Order Form.
- 4.2 Place an order through the Manager Aquatic Sports.
- 4.3 The uniform of the style and colour worn is agreed annually
- 4.3.1 Items for consideration:
 - Hooded Top
 - T-Shirt
 - Shorts
 - Skull Cap
 - Competition Cap
 - Singlet
 - Bathers
 - Hat
- 4.4 Sponsorship logos and/or lettering
- 4.4.1 Shall be submitted to LSV for approval by them
 - 4.4.2 May be worn on the Hoodie, T-Shirt and/or the Shorts, and if worn
 - 4.4.2.1 Shall be visible at all times
 - 4.4.2.2 The maximum size of a logo or a letter shall be 8cm square
 - 4.4.2.3 Logos shall be on the competitors front
 - 4.4.2.4 Lettering shall be on the competitors back and shall be uniformly above or below the number on the back of the t-shirt
- 4.5 The approved State Team logo may be worn on competitor's t-shirts, hoodie and shorts. (Contact Manager – Aquatic Sports for supplier and details of the badge.)

5. The Official Team

- 5.1 The Official Team shall consist of:
- 5.1.1 Competitors as selected by State Team Panel
 - 5.1.2 Manager(s)
 - 5.1.3 Coach(s) and the Assistant Coach (if he/she has been approved by LSV)
- 5.2 No other person(s) may be included in the Official Team without the express permission of LSV. Such a person(s) would be responsible for all of his/her costs.



6. Guidelines for Team Financial Management

- 6.1 All monies collected shall be deposited into the LSV State Team account and all accounts shall be paid by cheque. The Team Manager may require Petty Cash whilst on tour, Please discuss with manager Aquatic Sports.
- 6.2 All competitors and officials shall pay all their accounts and receive their receipts according to the team requirements – prior to departure.
- 6.3 If the Team Manager has any queries of a financial nature, he/she should contact the Manager – Aquatic Sports for advice, before acting on the matter.
- 6.4 If seeking sponsorship for the team, the Team Manager shall contact the Manager – Aquatic Sports.
- 6.5 Any cheques from Sponsors shall be made payable to the LSV State Team.
- 6.6 Ensure that the requirements agreed by LSV and the Sponsor(s) are fulfilled, and that before seeking sponsors they are approved by Manager Aquatic Sports.

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5:00pm Friday, 28 May 2010.

