



## Circular 072:07:07

**To:** Club Secretaries  
Head Coaches  
Competition Coordinators

Club Captains  
Team Managers

**Cc:** Aquatic Sports Executive  
YLD Executive

Aquatic Sports Council  
YLD Council

**From:** Chris Munro, Manager Aquatic Sports

**Date:** 12 July 2007

**Subject:** Applications for State Team Personnel

**Action:** Applications Due 5.00 pm Friday 3 August

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Applications are now invited for the following positions:

- State Team Manager
- Assistant Manager / Chaperone
- Senior State Team Coach (Level 2 Minimum)
- Senior Assistant Coach (Level 1 Minimum)

Successful applicants will be required to attend the following events

- Interstate Championships (1 December, Bondi NSW 2007)

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

**For additional detail on this Circular contact: Paul Heather, State Team Coordinator**

Email [pdheathe@bigpond.net.au](mailto:pdheathe@bigpond.net.au) or by phone 0412 096 428  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: P O Box 353 South Melbourne DC 3205

**Nomination Form – Aquatic Sports Council**

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Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ AH \_\_\_\_\_ BH \_\_\_\_\_ Mob \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Club: \_\_\_\_\_  
 Coaching level: \_\_\_\_\_

**Please tick:**

- |   |   |
|---|---|
| <input type="checkbox"/> State Team Manager                 | <input type="checkbox"/> State Team Coach<br>(Level 2 Minimum)  |
| <input type="checkbox"/> Assistant Team Manager / Chaperone | <input type="checkbox"/> Assistant Coach<br>(Level One Minimum) |

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

Note: If you would like to write more about how you may contribute, additional papers may be attached to this nomination form.

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Signature of Nominee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please Fax to the Manager of Aquatic Sports on 03 9676 6938 by no later than **5.00 pm Friday 3 August 2007.**



2007

State Team Managers  
Guidelines

# State Team Managers Guidelines

## 1. Responsibilities

- 1.1 Once appointed, the Manager will make himself/herself familiar with the requirements set out in the State Team Managers Guidelines
- 1.2 The Manager for a State Team shall be the person who, during the term set by the Aquatic Sports Executive 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 the LIFE SAVING VICTORIA
- 1.3 The Manager shall maintain close liaison with the Manager - Lifesaving and Sport, Team coach(es) and competitors.
- 1.4 The Manager is responsible at all times to the Life Saving Victoria. 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 Manager's responsibilities, then the matter, together with the Managers Coaches and Selectors (if appropriate) recommendations shall be referred to the Aquatic Sport Directors 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 Life Saving Victoria for services rendered.

## 3. Duties

- 3.1 Advise the Manager - Lifesaving and Sport 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 (eg age restrictions etc) are checked
- 3.3 Ensure that competitors selected in the State Team(s) are made aware of their responsibilities as State Team Members.
- 3.4 Ascertain 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 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 Manager, in consultation with the Coach and the player, shall seek medical advice about treatment and fitness.
- 3.6 Undertake any necessary correspondence, both inward and outward through the Aquatic Sport Manager.

- 3.7 Submit a budget to the State Team Coordinator 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 Life Saving Victoria State Headquarters.
- 3.11 Check personally that the booked accommodation is suitable for the team's requirements, and, if necessary, in liaison with the Aquatic Sport Manager.
- 3.12 , make alternative arrangements.
- 3.13 Distribute travel and accommodation information to the team members one (1) week prior to departure
- 3.14 Ensure that the team assembles at the departure point (unless other travel arrangements have been previously approved).
- 3.15 Ensure that any further transport required is available and confirmed
- 3.16 Contact the management at the accommodation, make any necessary payments and ensure that all team members are settled in.
- 3.17 Act as liaison person to arrange interviews with the press for the Coach or Captain
  - 3.17.1 The coach or Captain shall have no right to speak for the Life Saving Victoria or any matter not connected with the Championships in which the Team is involved.
- 3.18 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 Life Saving Victoria
- 3.19 Attend the meetings at which are outlined,
  - 3.19.1 Championship procedures and regulations,
  - 3.19.2 Procedure for member substitution
  - 3.19.3 Any other duties required of Managers
- 3.20 Ensure that results, including relevant comments about the Championships are conveyed (telephoned or emailed) to LIFE SAVING VICTORIA State Headquarters during the Championships
- 3.21 Ensure that there is no outside interference with the team in achieving its objective (eg Persons who may be undermining the team's morale or distracting the minds of the team members from specific tasks).
- 3.22 Set a high standard in all matters including:
  - 3.22.1 Social activities
  - 3.22.2 Driving of rented vehicles (drivers nominated as per Rental documents)
  - 3.22.3 Behaviour at place of accommodation
  - 3.22.4 Behaviour to umpires, officials and other participants
- 3.23 Advise, immediately, the Manager Aquatic Sports of any problems which arise and which may be detrimental to the team and/or the LIFE SAVING VICTORIA

- 3.24 Return equipment (if applicable) to LIFE SAVING VICTORIA promptly after the Championships.
- 3.25 Within 30 days of returning, submit a Championship Report including:
- 3.25.1 Team performance
  - 3.25.2 Financial Statement – fundraising, expenses incurred, sponsorship etc.
  - 3.25.3 Team behaviour (confidential if necessary)
  - 3.25.4 Injuries and illnesses
  - 3.25.5 Selection in National squads
  - 3.25.6 Recommendations for improving the running of State Team(s)
- 3.26 Ensure that the financial receipts/accounts are handed to Manager Aquatic Sports within 42 days, as per written Reports, for audit purposes.
- 3.26.1 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:
    - Shirt
    - Skirt
    - Pant
    - Short
    - Polo shirt
    - Tracksuit
    - Jacket
    - Windbreaker
    - Bathers
    - Hat
- 4.4 Sponsorship logos and/or lettering
- 4.4.1 Shall be submitted to LIFE SAVING VICTORIA for approval by them
  - 4.4.2 May be worn on the shirt and/or the skirt, 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 shirt
- 4.5 The approved State Team logo may be worn on competitor's shirts, tracksuits and jumpers. (Contact Manager Aquatic Sports for supplier and details of the logo.)

#### **5. The Official Team**

- 5.1 The Official Team shall consist of:
- 5.1.1 Competitors as selected by State Team Selection Panel
  - 5.1.2 Manager(s)
  - 5.1.3 Coach(es) and the Assistant Coach (if he/she has been approved by LIFE SAVING VICTORIA)
- 5.2 No other person(s) may be included in the Official Team without the express permission of the LIFE SAVING VICTORIA. 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 account and all accounts shall be paid by cheque.
- 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 Manager has any queries of a financial nature, he/she should contact the Manager - Lifesaving and Sport for advice, before acting on the matter.
- 6.4 If seeking sponsorship for the team, the Manager shall contact the Manager - Lifesaving and Sport
- 6.5 Any cheques from Sponsors shall be made payable to the LIFE SAVING VICTORIA State Team.
- 6.6 Ensure that the requirements agreed by the LIFE SAVING VICTORIA and the Sponsor(s) are fulfilled.



2007

State Team Coach  
Guidelines

# State Team Coach Guidelines

## 1. Responsibilities

- 1.1 Once appointed, the Coach will make himself/herself familiar with the requirements set out in 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 Aquatic Sports Council 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 LIFE SAVING VICTORIA
- 1.3 The Coach shall maintain close liaison with the Manager Aquatic Sports, Team coach(es) and competitors.
- 1.4 The Coach is responsible at all times to the LIFE SAVING VICTORIA. 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 LIFE SAVING VICTORIA Board of Directors 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 LIFE SAVING VICTORIA 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 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:
  - j)
    - a list of all the results.
    - This report can be a joint report compiled by both the Coach and Manager.
- k) 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 Sports Council Management Group from time to time.