



Kiwi West Aquatics Inc.

Policy # 1.5 Team Manager's Duties and Responsibilities

Rationale

From time to time teams of Kiwi West swimmers will travel to a swimming meet either nationally or internationally. A Team Manager will be appointed to oversee and organise the trip and he/she will be responsible for the activities of the team, while ensuring that the tour is managed within the financial budget prepared and approved. All tours must, as a minimum, be financially neutral with any surplus funds returning to the Swim Team funds. Swimmers must pay their trip fees prior to departure.

Definition

The term 'Team Manager' is used throughout this policy and refers to the person in charge of any Kiwi West Aquatics team that is travelling away to a meet where accommodation is arranged for the Team.

Purpose

This policy is designed to ensure that Team Managers are fully aware of their responsibilities, accountabilities and delegations while leading any tour on behalf of Kiwi West Aquatics.

Guidelines

- The Swim Group Sub Group (Swim Group) in consultation with the Administration Sub Group (Admin Group) will make the appointment of the Team Managers for trips or tours where Kiwi West Aquatics' swimmers are travelling and staying as a team.
- Swimmers will meet the travel, accommodation and other team activity costs for the Team Manager(s) including the coach, and these costs will be included in the swimmer's trip/tour fees. Team Manager(s) and coaches are required to pay for their own meals. Tours are not seen as a profit making venture for the Swim Group however budgets must be calculated to be financially neutral, e.g., break even. Any minor surplus after all costs have been paid, will be retained in the Swim Team funds for future trips/tours.
- Carnival entry fees will be calculated and included in the swimmer's trip/tour fees, e.g., entry fees for national meets are paid through the Manawatu Swimming Centre and reimbursed from the Club after the event, however these should be collected beforehand to abide by the Club's policy of entry fees with carnival entries.

- The Team Manager will be responsible for:
 - appointing an assistant team manager(s) if appropriate, and where possible, ensuring that there are at least one male and one female as part of the management team,
 - arranging the travel, accommodation, and catering for the trip, ensuring that there is adequate accommodation to allow separation between males and females. Where a coach is attending, s/he should be provided with separate accommodation. Accommodation should be as close to the meet pool as possible and should provide a meals area so that swimmers don't have to eat in their rooms and where they can meet as a group. If the accommodation is good, a tentative booking should be made, in consultation with the coach, for any upcoming targeted meet(s) at the pool,
 - preparing a budget based on the above costs, which ensures that all costs to be incurred are reimbursed evenly by all swimmers attending. This is to include a 5% contingency allowance, and is to be presented to the Swim Team as early as possible for approval,
 - collecting the fees applicable from each swimmer travelling with the team prior to the trip. The Swim Team Coordinator can arrange for invoices for each swimmer,
 - deciding the date when swimmers will be required to make a financial contribution by way of deposit that will secure their place on the trip. This will also be the final time that a swimmer can withdraw from the trip without any financial obligation,
 - ensuring that “*Code of Conduct*” (Appendix A) and “*Consent and Medical*” (Appendix B) forms are completed for all swimmers travelling with the team. Advise swimmers that adult privileges may be afforded to swimmers 18 years of age and over at management's discretion,
 - arranging a pre tour meeting with parents/caregivers and swimmers (which is compulsory) where the Coach will detail his/her expectations of swimmers and the Club President and/or Team Manager will explain the Standards of Conduct, and what will happen in the event that a swimmer breaches the Standards of Conduct. After this, the parents/caregivers and swimmers will be required to sign the Code of Conduct, before leaving the meeting,
 - investigating any breaches of the above policies while on tour and taking whatever action is deemed necessary to deal with the situation in accordance with *Policy # 1.13 Breaching the Standards of Conduct*,
 - providing both the Admin Group and the Swim Group with an itinerary for the trip which includes details of accommodation with contact names and telephone numbers, and
 - ensuring that the team wears the official club uniform.

- An eftpos card in the name of “Kiwi West Aquatics Swim Team” is available from the Swim Group. This is to be used to obtain cash in the event of an emergency or for the provision of supplies that may have been forgotten or unforeseen. Team Managers are limited to \$100.00 of trip related expenditure without approval from the Swim Group. It is the responsibility of the Team Manager to ensure that receipts are provided for all trip related expenditure. Any reimbursements from parents/caregivers for non-planned trip related expenditure is to be refunded to “Kiwi West Aquatics Swim Team” at the conclusion of the trip.

- Any fundraising to be undertaken for the trip is to be approved and co-ordinated through the Swim Group. Note that 10% of all fund-raising monies are payable to Kiwi West

Aquatics Club for administration purposes and so this should be allowed for when determining the fund raising needed for a trip.

- At the conclusion of the tour the Team Manager is to file a report to the Admin Group and Swim Group which provides details of:
 - the highlights of the tour,
 - any disciplinary matters that may have arisen and how they were dealt with,
 - a full breakdown of all income and expenditure relating to the trip,
 - any lessons that can be learnt from the tour and any pertinent information which may benefit future away trips, tours, etc.
- The Team Manager should also arrange a post tour meeting of parents/caregivers and swimmers where the matters described above can be discussed.

Acceptance of this Policy

The Team Manager will be required to sign a declaration that they have read, understood and accept the contents of this policy with special regard to the financial delegations and use of the eftpos card.

Conclusion

Kiwi West Aquatics is committed to providing its swimmers with the opportunity to travel to different meets both nationally and internationally. Such trips/tours must be well planned and organised and the appointment of the Team Manager is a key ingredient to ensure success. The Team Manager must be fully aware of the role and responsibilities of the role and this policy is designed to ensure that they are aware of these at the outset so as to avoid any confusion.

Date policy written:	October 2002
Date policy approved:	10 th November 2002
Date policy reviewed:	May 2003
Next policy review date:	

I, have accepted the role of Team Manager, and I have read this policy and understand my roles and responsibilities and the financial delegations that I have.

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(Name)

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(Signature)

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(Date)