

ROLE OF THE INTERNATIONAL TEAM MANAGER IN IWS

ALL MEMBERS OF INTERNATIONAL MANAGEMENT TEAMS MUST COMPLETE AN IWS COURSE ON THE CODE OF CONDUCT AND BEST PRACTICE BEFORE DEPARTING TO ANY INTERNATIONAL EVENT.

The Team Manager is responsible for ensuring the application and implementation of the “Code of Conduct” on all trips and at all training sessions for the National Team.

The Manager is responsible for confirming athlete availability, verifying Passports are in order, and obtaining doctor’s letters from athletes who are on prescribed medication. Information on medical conditions and medication must be treated as confidential to the Manager and the Coach only.

The Manager is responsible for collecting from athletes, signed acknowledgements of their having agreed to the Code of Conduct, and from athletes under 18 years of age, consent forms signed by a parent or guardian.

The Manager shall liaise with the IWS office manager in arranging Travel and Accommodation for the team and Officials. The Manager shall also inform team members and officials of any costs payable and arrange for the collection of same before the commencement of the trip.

The Manager should arrange with the IWS office manager for a suitable float, to cover incidental costs and during the trip all expenditure must be accounted for and where possible receipted.

The team Manager shall contact the appointed Coach, discuss, agree and organise entries for individual events and arrange for the IWS office manager to make the formal entries. They the Coach and Manager should decide on rooming arrangements and any other requirements (special diets) for the trip. The hotel should where possible be informed of all rooming arrangements before the start of the trip in order to facilitate easy settling in on arrival.

The Manager should see that final details of the meeting and dispersal point, travel details and times, hotel address and phone numbers, and contact details of all travelling officials are supplied to HO and to each member of the travelling party as early as possible.

The Manager is responsible for ensuring that costs associated with the trip are kept within the agreed budget.

The Manager is responsible for all non performance related matters for the entire trip and the team.

The Manager has the authority to deal with all disciplinary matters and impose penalties. These may include withdrawal of an athlete from further competition or the sending home of an athlete. Serious breaches of the Code of Conduct must be reported to the Sport’s Commission, who may take further action.

A chaperone or Assistant Manager, where appointed, shall assist and support the Team Manager and Coach during the trip. The Chaperone shall assist the Manager in the supervision of all minors on the trip and advise the Manager of any and all breaches of discipline. The Chaperone shall acquaint themselves with the full details of the Code of Conduct and through the Manager ensure that Best Practice is employed in order that all Minors have an enjoyable and safe trip. Every effort will be made to ensure that the Manager and Chaperone are of a different sex in order to ensure ease of supervision of male and female team members.

The Coach has full responsibility for all swimming and competition matters.

All adults accompanying the team have responsibility for the good behaviour and well being of the athletes. Officials must acquaint themselves with the requirements of IWS

CHILD PROTECTION POLICIES where there are persons under the age of 18 travelling on any trip .The Manager is responsible for the care of all minors at all times and must ensure that they are not left to their own devices.

These are guidelines only. They are intended to ensure a smooth running, efficiently managed, and enjoyable trip for all of the athletes and accompanying officials. It is essential that the team Manager, the team Coach and Chaperone where appointed, communicate on all matters throughout the trip.

Implementation guidelines:

Officials should arrive for departure well before the team with tickets, cash etc.

Wait for everyone to arrive and check in everyone together.

Escort the team to departure area.

On arrival, meet with organisers or proceed to accommodation as previously planned.

Check into hotel, allocate rooms and check that they are in order before taking possession of them. All or and deficiencies should be communicated to the hotel management before occupation of the rooms.

Confirm meal arrangements, or if necessary make enquiries regarding local restaurants, following discussion with the Coach on suitable times.

Discuss necessary warm up /training times with the Coach and the organisers upon arrival unless already known.

TEAM MEETING:

Discuss content and time of team meeting on the evening of arrival with the appointed Coach and any other officials to ensure agreement is reached on all matters.

Inform all of the team of the meeting, the time and the venue.

At the meeting ,read out the Code of Conduct and deal with all rules relating to the competition, e.g. ID Cards, Swim Gear, Medal presentations, session times, alarm calls, breakfast time, departure time to event venue for warm ups, meal times, bed times, and any other items deemed necessary.

Distribute swimmer feedback forms.

Ensure the Coach deals with all swimming related matters.

Where possible, post "LATEST INFORMATION "on the hotel's bulletin board.

THE COMPETITIONS;

The Manager should attend every session at the competition unless otherwise arranged with the Coach.

The Manager should ensure that any problems relating to the session are sorted out prior to the start (usually during warm up).This applies to all sessions.

During sessions the manager's duties include collecting programmes, results and heat start sheets. This allows the Coach to attend to swimming matters without unnecessary distraction.

Consult with the Coach on any of the above matters in case other arrangements are more suitable on a particular occasion, E.G. if Manager or Chaperone has to stay back in hotel with a sick or injured athlete.

The Manager must do their utmost to be on the Beach /Bank for every session to give the Coach and athletes as much backup as possible, E.G. medical problems, drug testing, press interviews etc. The Manager encourages the athletes to support each other as they compete.

Before the end of a session the manager should consult with the Coach regarding possible withdrawals or entries for next session.

Athletes **MUST BE ACCOMPANIED** to drug testing and for press interviews by the **MANAGER**.

Following or if possible during events, or after each day's competitions the Manager should Fax/Email/or text results to Roger Sweeney at IWS HO.

DOPING CONTROL;

Testers will select athletes for dope control, usually winners plus one other.

Team Manager accompanying athlete to dope control should have necessary accreditation in the call room. Athletes to be tested must attend testing centre within 60 minutes and will be accompanied by dope control officials.

GENERAL;

The Manager shall ensure that all minors on teams have Parental consent forms signed and these should include permission for photographs in line with the Code of Practice.

Sponsors contracts, if any, must be honoured. Wear and show what has been agreed by the Sports Commission of IWS.

Medically be aware of allergies. Use the event Doctor if in doubt. Manager should ensure that they have small amounts of emergency medical supplies, particularly Anti Histamines, Medication for food poisoning, light painkillers. Plasters, sun creams etc (Seek advice from Andrew Lally or your local chemist in relation to banned drugs in over the counter drugs or medicines)

Ensure all team members are present and support finalists.

Discuss and organise the daily team meeting for each evening with the Coach and notify all members of time and venue.

Arrange for adequate supplies of fruit (bananas/bars) and water for the athletes during events after consultation with the Coach.

A team meeting after a session gives an opportunity to praise, encourage, and develop team spirit

Following the team meeting fax/email or text results to Roger Sweeney or HO.

The Manager is responsible for ensuring that team members dress appropriately at all times and that Hats supplied for pool and surf events are accounted for.

FINANCIAL GUIDELINES FOR MANAGERS;

At least two weeks before the trip the Manager should liaise with the Chairman of the Sports Commission and then with the Office Manager and agree the expenses needed. This will depend on

- (1) Whether hotel bills have had to be prepaid or not
- (2) Whether accommodation is self catering, full or part board
- (3) Whether transport is provided, is necessary or not.
- (4) Whether the Manager intends to use a credit card, traveller's cheques or cash. It is usual to split between some of these.
- (5) Establish if the venue will accept credit cards in advance with the organising committee.
- (6) It is advisable to start recording expenditure with an opening balance and record every item of expenditure. Number every receipt you obtain and write the amount on the relevant column at that numbered line. A spread sheet with different headings across the top and numbered down the side is particularly useful for keeping detailed records of expenditure.
- (7) It is not unusual in emergencies, for trips to cost Managers personally. Keeping contemporaneous accounts will help prevent that.
- (8) When you return home, balance your accounts and include a brief set of accounts in your report, E.G. opening balance, total in each category (food, travel, medical etc.) and then a final balance. Attach receipts.
- (9) Reports and final accounts should be submitted to the Sport's Commission Chair who will sanction and forward to the Office Manager (Mrs. Joan Harte) within two weeks of returning.

MEDICAL

Manager should advise team members of the issues involved upon their selection and acceptance of the offer of a place on the team.

Athletes on medication should obtain the following details from their doctor and bring a copy with them to the event

- (1) Name and address
- (2) Substance name
- (3) Dosage
- (4) Route, date and frequency of administration
- (5) Duration of treatment
- (6) Diagnosis
- (7) Prescribed by
- (8) Signed by (doctor who prescribed medication)

Planning return home:

Confirm return home with airline, etc.

Confirm time of bus, taxi or train making sure to allow plenty of time for arrival at the airport.

Pay the Hotel bill if there are any balances.

Check that all athletes and officials have paid their own personal bills.

Check the condition of rooms before departure and agree any damage, with hotel management BEFORE leaving the hotel. This should be written down and signed by both parties. If paid at the time, a receipt must be obtained for any payment made.

These rules and guidelines are intended to clarify the various responsibilities of management teams and they are intended also to ensure clear lines of communication and defined roles which hopefully will ensure that teams and management enjoy the trip and the event.