



# Kiwi West Aquatics Inc.

## Team Manager's Duties and Responsibilities

Policy #6

### Rationale

From time to time teams of Kiwi West swimmers will travel to a swimming meet or training camp either nationally or internationally. After consultation and agreement from the Coach and Committee, a Team Manager(s) will be appointed (pending police vetting) to oversee and organise the trip. They will be responsible for the activities of the team, while ensuring that the tour is managed within the financial budget prepared and approved. This should occur at a minimum of 6-8 months out for national meets and a minimum of 12 months for international meets. All tours must, as a minimum, be financially neutral with any surplus funds returning to the Committee to be distributed based on the source of the surplus. Swimmers must pay their trip fees prior to departure as decided by the Committee.

### 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 Committee in consultation and agreement with the Head Coach 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) and these costs will be included in the swimmer's trip/tour fees. Except when catered, Team Manager(s) are required to pay for their own meals. Tours are not seen as a profit-making venture for the Club. Budgets must be calculated to be financially neutral, e.g., break even. Any minor surplus i.e. less

than \$10 per person, after all costs have been paid, will be retained in the Club funds.

Where online entry is unavailable (as advised by the Club Race Secretary) meet entry fees will be calculated and included in the swimmer's trip/tour fees.

- In consultation with the Coach, the Team Manager(s) will be responsible for:
  - The health and safety of team members at all time while on tour (Policy#4)
  - 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, they should be provided with separate accommodation
  - preparing a budget (in consultation with the Treasurer) 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 Committee as early as possible for approval. This consultation is to include relevant due dates for payment
  - ensuring that all members of the touring group are informed of the Swimming NZ "*Code of Conduct and Member Protection Policy*" (Appendix A and B). Medical consent forms (Appendix C) shall also be completed for all team members travelling with the team. There is zero tolerance for alcohol consumption while in this role on the trip arranging a pre tour meeting with parents/caregivers and swimmers (which is compulsory) where the Coach will detail his/her expectations of swimmers
  - 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 # 3 - Handling Complaints and Breaches of the Code of Conduct* providing the Secretary with an itinerary for the trip which includes details of accommodation with contact names and telephone numbers.
- A Credit card in the name of "Kiwi West Aquatics" is available from the Treasurer. This is to be used 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 Committee. It is the responsibility of the Team Manager to ensure that receipts are provided for all trip related expenditure.
- Any fundraising to be undertaken in accordance with our Fundraising Policy (#13). At the conclusion of the tour the Team Manager is to file a report to the Committee 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 may also arrange a post tour meeting of parents/caregivers and swimmers, if required, 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 Credit card.

## Conclusion

Kiwi West Aquatics is committed to providing its swimmers with the opportunity to travel to different meets/camps both nationally and internationally. Such trips/tours must be well planned and organised and the appointment of the Team Manager(s) is a key ingredient to ensure success. The Team Manager(s) 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	12 June 2019
Date policy approved	
Date policy reviewed	
Next policy review date	

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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.

.....  
(Name)

.....  
(Signature)

.....  
(Date)

DRAFT