

## National Team Manager

### Roles and Responsibilities

The following guidelines outline South African Sailing's requirements of any person who takes on the function of a national TEAM MANAGER for any team/squad selected by SAS to represent South Africa at an ISAF Youth Worlds, ISAF Worlds, All Africa Games, ISAF Nations Cup or Olympic Games.

#### Roles

1. Manager of the squad/team and the team coach/es
2. Representative of SAS at the international event
3. Logistics Coordinator
4. Financial Manager
5. Press Liaison Officer

#### Responsibilities

1. Making all travel, accommodation and event arrangements for the team well in advance and ensuring all team members and coaches are notified adequately of these arrangements and what is required of them to take to the event.
2. Ensuring all itineraries are well planned, including daily activities prior, during and directly after the event and that each team member adheres to the programme accordingly. Included in this is briefing the team members about out of bound areas and activities at the event itself to prevent competitors and/or coaches from interference eg. substance abuse, distractions and falling victim to poor sportsmanship from other teams. This also implies taking disciplinary action if deemed necessary according to a strict code of ethics.
3. Being the contact person with parents (if you are travelling with any sailors 18 years or younger) during the event and making sure family members do not interfere with the sailors and/or coaches throughout the event.
4. Working out budgets for the team, securing sponsorship and other funding for the team and managing all financial aspects of the campaign prior, during and after the event in collaboration with SAS. The final statement of accounts showing income and expenses must be submitted to SAS within 3 weeks after the event.
5. Coordinating all entries, registration and any other official requirements for the team prior and during the event.
6. Ensuring SAS is represented at all official events and decision polls at the event as well as ensuring the South African flag and anthem recording is at the event and available to officials.
7. Coordinating the design, purchase and delivery of team clothing making sure it is branded with the South African and SAS flags/logo as well as any sponsors. This includes making sure team members wear their uniform/team clothing at all official functions during the event.
8. Sending daily updates and results to the SAS webmaster during the event. Also, submitting press releases about the campaign to relevant media prior, during and after the event ensuring SAS and the sponsors get mentioned in everything that is distributed. This also includes being the media spokesperson for the team at the event.

9. Submitting a final report on the event and campaign to SAS no later than 3 weeks after the event. This report must include recommendations for future campaigns and an assessment of the team coach.
10. Ensuring the team represents their country ethically and in high standing by promoting good sportsmanship and fair sailing throughout the campaign. You and your team are expected to behave as ambassadors for your country.

END



