



SAEF TOUR/TEAM OFFICIAL DUTIES

Introduction

Tour officials need to be aware their duty of care as a team official and as a representative of the Association or the Federation.

If the Official is responsible for children, they must be aware of the Child Protection act and have undergone police clearance in South Africa.

- i) It is most unwise for any tour official to be in a situation where the official is alone with a team Member without the knowledge of the team management.
- ii) At least two (2) tour officials should always be in attendance in team change rooms.
- iii) No tour official of the opposite gender should enter team change rooms until all team members have completed changing.
- iv) A tour official should always be in attendance during the treatment of injuries to team members.

1 Tour General Manager

The Tour General Manager shall:

- a) Be responsible for the overall organisation of the tour.
- b) Have the ultimate responsibility for all matters relating to the tour. The General Manager shall represent their Association and shall be empowered to interpret their Association policy as it affects the team.
- c) Be responsible for the establishment and enforcement of discipline and rules as they affect the team as a whole and have the power to discipline any member of the team.
- d) Be responsible for seeking sponsorships and merchandise pertaining to the tour.
- e) Upon completion of the tour produce a report in detail on all matters on the tour. This report will also include reports from the team's manager, coach/s and captain/s. The report shall be tabled at the next meeting of the SAEF.
- f) Write letters of appreciation to all involved in aiding the tour and send a copy of the tour report to:
 - the hosting association/organisations
 - the hosting association
 - SAEF
 - all sponsors.

2 Team/s Manager

- a) Shall assist the General Manager as required.
- b) In conjunction with team coaches be responsible for formulating and enforcing discipline of their respective teams.
- c) Shall be responsible for the welfare and well being of the team.
- d) Shall keep the General Manager informed of any proposed actions relating to team members.
- e) Shall deal with and report to the General Manager any incidents which may affect team members, injuries, sickness, breaches of discipline etc.
- f) Shall be responsible for all "off game" activities of the teams.
- g) In conjunction with the General Manager shall prepare a tour program comprising of individual photographs, pen pictures and team photographs, a copy of the itinerary and any other necessary inclusions.

- h) Be responsible for the ordering of all team uniforms and necessary equipment for the tour in consultation with General Manager.
- i) Shall assist coaches as required during the progress of matches.
- j) Shall keep team members fully informed of their responsibilities.
- k) Shall be in charge of team uniforms and refreshments.
- l) Shall submit to the General Manager within one month of the completion of the tour a typewritten report for inclusion in the Tour Report.
- m) In the absence of a General Manager the Team Manager will also undertake those responsibilities.

3 Team Coach

Team coaches shall be responsible to the General Manager for the following duties:

- a) The submission of a training program for team players prior to the meeting of the team.
- b) Shall have full control of teams during the progress of matches and training sessions.
- c) Shall formulate and enforce team discipline in cooperation with the team's manager.
- d) Shall secure through the manager any requirements, training facilities etc.
- e) Shall submit to the General Manager within one (1) month of the completion of the tour a typewritten report for inclusion in the Tour Report.

4 Sports Trainers

Sports Trainers are appointed to accompany their Association teams on international tours and to perform duties during international competitions hosted in South Africa under the following conditions:

- i) Nominations are accepted on the understanding that some costs will be incurred and, where necessary, leave/transfer of duty is granted by the respective Departments/Employing Authority.
- ii) All applicants are responsible for making their own insurance arrangements.
- iii) Successful applicants will be required to sign an "International Tour Acceptance of Position as a Tour Official" form and agree to requirements as stipulated, including undertaking the prescribed duties.

Duties

Where applicable, duties may include:

Pre Tour:

- Where possible, and in consultation with the Tour Manager, research and identify accessibility to available medical facilities at proposed destination
- Assess injury risk and management of each team member
- Develop an acclimatisation program for destination climate demands
- Hydration norms and re-hydration program education
- Assess any nutritional needs for foreign cuisine
- Consult with Tour Manager re first aid/ sports trainer equipment requirements
- Collect information from team members re any medication and any pre-existing medical conditions
- Become familiar with any ASADA requirements

During Tour

- Assist other team officials in the general welfare and management of students
- Maintain accurate records of injuries and treatments
- Assist with any hospital/doctor visits
- Attend all scheduled activities associated with the tour
- Carry basic first aid equipment to all non-playing activities
- It is inappropriate for Sports Trainers to treat any team member unless in the presence of another team official

Pre Match:

- Liaise with any host appointed sports trainers or other medical personnel and become aware of any local sport specific procedures for on-field treatment of injuries
- Taping procedures of team members as required
- When requested, assist team coach with any physical warm up routines
- Assess and implement individual stretching routines for team members
- Collaborate with coaching staff in advising fitness of previously treated team members to play

During Match/Training Sessions:

- Be responsible for Ice set up and management
- Observe movements of players and identify “hidden” injuries
- Assess and manage acute injuries

Post Match:

- Assist with team cool down
- Monitor stretching routines of team members
- Conduct hot/cold recovery as required
- Establish appointment schedule for massage and injury management
- Facilitate on-going recovery sessions and any necessary referrals to medical specialists

Post Tour:

- Prepare summary of injury treatments administered on tour for the Tour Manager and forward a copy to the their Associations office
- Report to parents on treatments administered to team members during the tour if the team involves children

5 Team Members

- a) Shall abide by any rules or regulations stipulated by team officials both on and off the field of play.
- b) Shall consult team officials on any personal problem, injury, sickness etc.
- c) Shall at all times act in a manner befitting an Australian representative at an International Tournament.

6 Reports, Recommendations, Evaluation

It will be the National Secretary’s Generals responsibility to ensure that detailed, adequate reporting is undertaken by tour officials and presented to the Executive Council along with an audited financial statement in full detail no later than 30 days after the conclusion of the tour.

7. Tour Officials’ Responsibilities of Supervision

- Tour Officials must display exemplary conduct as models for athletes at all times.
- When athletes are being billeted; Tour Officials are to be responsible for the supervision of the athletes.

It is the responsibility of the Tour Officials to exercise duty of care until the appropriate time negotiated with the respective billets. There is an expectation the Tour Officials will be responsible for athletes for the majority of the day.

- If Tour Officials are attending other functions or activities during the tour, at least one of the officials must at all times be available to attend to athletes in case of an emergency. A telephone contact at all times is essential.

- Ensure that billeting family and team members have a telephone contact for Tour Officials.

- When Tour Officials are responsible for athlete accommodation, (e.g. Motel) the following rules must be adopted:

i) Tour Officials are to supervise to such a level that the association would be completely satisfied e.g. dress, inappropriate behaviour,

ii) Sleeping arrangements should ensure in the case of children that the girls are completely separate from the boys and that Tour Officials, where possible, are to situate themselves between the two groups.

iii) Tour Officials must ensure that all athletes are accounted for before retiring themselves.

iv) A supervision roster for Tour Officials should be drawn up and adhered to.

- When travelling, Tour Officials should be positioned so that they can supervise their team.

- The SAEF code of Behaviour must be disseminated, explained and implemented by all Tour Officials.

- The Tour Officials’ expectations must be outlined to the athletes prior to the tour and the SAEF Code of conduct – Team Management Procedures must be followed if there is any infringement of the Codes of Behaviour.

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