



**AUSTRALIAN  
WATER POLO**

**INCORPORATED**

**TEAM MANAGERS'  
HANDBOOK**

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## 1. INTRODUCTION AND ACKNOWLEDGEMENT

Welcome to this publication distributed by Australian Water Polo Inc.

Australian Water Polo Inc. acknowledges and thanks **Rowing Australia** for their permission to make use of their Team Managers Handbook, January 2002. The cooperation of the Board and management of Rowing Australia is greatly appreciated.

The intention in this book is to assist you in the planning and conduct of water polo tours, which will lead to consistency and success in the performance of touring teams.

AWPI's Mission Statement reflects our intentions .....

“AWPI will be recognised and accepted as a successful major sporting organisation both in Australia and internationally through its astute and planned management, the performance of international teams and the delivery of water polo at all levels”

The Team Managers' Handbook will comprise various key documents for you and your other team officials and athletes. It will also give an indication of the assistance available from Australian Water Polo Inc. Staff and Officers.

You will have received a letter of appointment which should be read in conjunction with this manual.

This manual should be supplemented by “On Tour – A Handbook for Officials of International Sporting Teams.” This book has been written by the Australian Sports Commission to assist Team Managers. It details helpful information to assist in your preparation and covers topics such as Planning, Travel and Pre-tour arrangements, Team Preparation, Pre-departure briefing, departure, arrival, while away, after the tour, medical support etc.

## 2. TYPE OF TOURNAMENTS

This manual will assist Team Managers when planning for the following categories of tours

- International Events
- National League
- National Championships
- National Club Championships
- Country Championships

## 3. RESPONSIBILITIES

### 3.1 BOARD

The Board is charged with the governance and control of the organisation providing that it operates within the law and within the powers and directions given it by Annual Conference from time to time.

The day-to-day management of Australian Water Polo Inc. is vested in a Board of Directors, supported by the CEO.

The Board will make the appointment of Team Managers for National Teams and will nominate the term of the appointment.

### 3.2 STAFF

The Staff, under the direction of the Secretary General, are responsible for the Management of Australian Water Polo Inc. Current staff is:

Contact details are as follows:

**Australian Water Polo Inc.**

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Lindisfarne Tasmania TAS 7015

Phone: (03) 6216 8999

Fax: (03) 6216 8990

E-mail: [awpi@australianwaterpolo.com.au](mailto:awpi@australianwaterpolo.com.au)

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Greg McFadden National Head Coach - Women	Email: <a href="mailto:greg.mcfadden@ausport.gov.au">greg.mcfadden@ausport.gov.au</a> Mobile: 0409 786 714
Scott Schweickle National Development Manager	Email: <a href="mailto:scott.s@australianwaterpolo.com.au">scott.s@australianwaterpolo.com.au</a> Mobile: 0417 355 149
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Julia Annells Administrative Assistant	Email: <a href="mailto:awpi@australianwaterpolo.com.au">awpi@australianwaterpolo.com.au</a>
David Lyall Media Manager	Email: <a href="mailto:dave@sportscomm.com.au">dave@sportscomm.com.au</a> Mobile: 0403 777 026

### 3.3 TEAM MANAGEMENT STRUCTURE

#### 3.3.1 Overview

Below is a summary of the responsibilities of various Australian Water Polo Inc. Officers and Team Officials. A detailed position description for the Team Manager is contained in Appendix 7.

When Coaches and other officials have been appointed, the Team Manager should form a close association with them to enable preparations and arrangements to be carried out as smoothly as possible. This should be done primarily through meetings either by phone (hookup) or personally with the Secretary General, National Head Coaches (NHC), Team Coaches, and Team Manager. An agreement should be reached on the division of responsibilities amongst all officials. It is important that the team officials, including the referee, are aware of their responsibilities prior to the commencement of any tour.

The Team Manager remains accountable to Australian Water Polo Inc. via the Secretary General for the Australian Team. The Team Manager should report to the Secretary General who will be kept informed of the progress of tour arrangements. The team manager should report all matters involving the team to the Secretary General who will notify other relevant stakeholders.

### **3.3.2 Summary of Responsibilities**

#### **Secretary General (SG)**

The Secretary General is responsible for:

- The overall planning and management of all Australian Teams;
- The formulation and implementation of policies that are designed to successfully achieve the mission and objectives of Australian Water Polo Inc. outlined in the strategic plan;
- The delegation of responsibility to various staff and officers as is deemed appropriate.

#### **Team Manager**

The Team Manager is responsible for:

- Working closely with Australian Water Polo Inc. to define clearly the duties and responsibilities of all team officials, and in particular with the Secretary General and Team Head Coaches regarding all aspects of the team / tour;
- Supervising and checking the co-ordination of clothing, equipment, finances, transportation and accommodation;
- Coordinating all efforts to meet the needs of athletes, coaches, officials, team referee and to minimise problems before tour and on tour;
- Liaison between event organising committees, the coach and the team;
- Liaison with the media before and throughout the tour;
- Leading the Australian Water Polo Inc. delegation and meet all protocol responsibilities while on tour.
- Ensuring the overall health and wellbeing (both mental and physical) of athletes and officials while on tour, including any medical treatment that may be required.
- Be responsible for the medical well-being of all team members, and for making medical decisions on team members remaining part of the Team in conjunction with the Team Head Coach.

**Team Head Coaches**

The Team Head Coaches are responsible for:

The co-ordination and conduct of coaching activities at training camps, and on tour and will ensure that all team members receive appropriate coaching between selection and the commencement of the tour. In particular the Team Head Coaches will:

- Assist the Team Manager in the planning of the training camps and tours, particularly the planning of competition, training and travel schedules to best meet the needs of the athletes;
- Co-ordinate the preparation and implementation of team training and coaching programs;
- Liaise with the Team Manager and/or the Secretary General to ensure adequate support, facilities and equipment are available for team staff and athletes;
- Provide technical coaching support to other National Team Coaches where required or requested;
- Assist other National Team Coaches maintain athlete welfare during training camps, the tour and at competitions;
- Liaise with athletes' personal coaches to ensure optimal preparation;
- Assist the Team Manager where required in the representation of Australian Water Polo Inc. at official functions and in the maintenance of good relations with other touring teams.

**Principal Medical Officer (PMO)**

The PMO (if applicable) is responsible for recommendation of the Medical staff to the Secretary General, coordinating the medical support staff on tour, and provision of medical support to the team both in Australia and during a tour. The PMO will :

- Work with the Team Manager in planning and implementing medical requirements for the tours.
- Advise the Team Manager and/or Head Coach(es) on any medical issues affecting either individuals or the Team as a whole.
- Provide advice to Hotels in regards to meal requirements and preparation, hygiene and cleanliness, in conjunction with the Team Manager.
- In conjunction with the Team Manager, act, or appoint a Team official to act, as chaperone for athletes during required drug tests.
- Maintain an inventory list on medical supplies and equipment.
- Be responsible for the medical well-being of all team members, and for making medical decisions on team members remaining part of the Team.

**4. FINANCIAL MANAGEMENT****4.1 GENERAL**

Due to GST regulations, **ALL** finances must pass through an official Australian Water Polo Inc. bank account and are subject to an Audit by the elected Australian Water Polo Inc. Auditor following the tour and or competition.

Team Managers should contact the Secretary General as soon as possible following appointment to discuss the financial aspects of the tour, and develop the Team's budget for touring.

Australian Water Polo Inc. staff will maintain Team accounting records. Team Managers, however, must also maintain their own records before, during and after the tour. It is important that the Team Manager maintain close contact with the Secretary General and Financial Manager to ensure accurate financial records are kept.

At the completion of the tour, the Team Manager is to provide to the Financial Manager a full reconciliation of all money's spent within 30 days of returning to Australia.

**4.2 PAYMENT OF EXPENSES (PRE-TOUR)**

An Expenditure Voucher (refer Appendix 6) is to be completed for all expenses, with details provided on the form as follows:

- ✓ A full description of the expense and why the expense was incurred;
- ✓ Amount in Australian Dollars;
- ✓ Supporting documentation (receipts, dockets, invoices to be attached)
- ✓ Signature where indicated.

The expenditure voucher should be forwarded to the Secretary General for authorisation and subsequent payment/refund.

## 4.3 PAYMENT OF EXPENSES (ON-TOUR)

Depending on the tour location, Team Managers will be issued with a cash advance. Please discuss with the Secretary General and/or Finance Manager.

Australian Water Polo Inc will provide an advance payment of an agreed amount, identified in the Team budget to an account nominated by the Team Manager to cover any identified or unforeseen expenses.

Major payments, such as airfares, accommodation bookings, will be made via bank/telegraphic transfer by the AWPI Office. Team Managers will be responsible for ensuring that any payment requests via transfer whilst on tour are confirmed before sending a request to the AWPI Office for authorisation and payment by the Secretary General and/or the Finance Manager.

## 4.4 RECEIPT OF INCOME

To be discussed on an individual basis between the Secretary General and the Team Manager.

## 4.5 AGREEMENTS/CONTRACTS

A contract is a legally binding agreement between two parties, in this case, Australian Water Polo Inc. being one party to the agreement, and a person or persons or an entity (i.e. company or another institution) which has the legal capacity to enter into a contract being the other. The Secretary General should be advised in the event of a contract being required for any purpose. The Team Manager will work with the Secretary General if contracts / agreements are required.

### 4.5.1 Signatories for Contracts or Agreements

Where a contract or agreement requires the Australian Water Polo Inc. seal to be affixed, the authority to affix the seal must be approved by the Board. The affixing of the seal is attested by the signatories of the Secretary General and one member of the Board.

In other cases requiring a single signatory, it is important to ensure that the signatory has corporate responsibility and is authorised to sign on behalf of Australian Water Polo Inc. A list of the staff members authorised to sign contracts is available from the Secretary General.

Even where the signatory has delegated authority to sign on behalf of Australian Water Polo Inc., the terms of the contract must be checked by the Secretary General.

## 4.6 TEAM ACTIVITIES

The following is a listing of what items are covered by Australian Water Polo Inc. on a Team Tour. Please note that Team expenses cover not all expenses, and this needs to be notified to each Team member:

ITEM	Team Expense		NOTE
	YES	NO	
Pool Hire	X		Head Coach / Team Manager only to negotiate
Video Cameras		X	AWPI can provide a limited number
Team Uniform	X		Uniform supplied
Caps and Banners	X		Supplied by AWPI
Coffee / Tea / snacks		X	
Balls	X		Only after prior approval from Manager / HC

Food - team dinner	<b>X</b>		
Food - other	<b>X</b>		3 meals supplied on tour. Missed meals at individual's expense.
Food items - snacks etc		<b>X</b>	Extra food available from Team Doctor/Manager
Gifts to hosts	<b>X</b>		Only after approval from Manager
Lost Equip / items		<b>X</b>	Claim on insured items which have been identified prior to trip
Medical Supplies	<b>X</b>		Only after prior approval from Manager / Doctor. Personal prescriptions will NOT be filled at Team expense.
Newspapers / books		<b>X</b>	
Stationary supplies		<b>X</b>	
Photo processing		<b>X</b>	
Printer cartridge refills		<b>X</b>	
Programs (event)	<b>X</b>		Managers to purchase
Sight seeing trips		<b>X</b>	
Tickets (tournament entries)	<b>X</b>		
Tickets (travel)	<b>X</b>		Only if requested / directed / provided by the Manager
TV / Video player hire		<b>X</b>	
Video hire		<b>X</b>	
Video tapes		<b>X</b>	
Washing		<b>X</b>	

**NB This is NOT an exhaustive list. It may be updated regularly**

## 5. TEAM UNIFORM

### 5.1 SUPPLIER

The name of the team uniform supplier to Australian Water Polo Inc. must be sought from the Secretary General. **All uniforms** must be purchased from the nominated supplier/s, unless prior permission is sought from the Secretary General. Where an item that is not available from the team uniform supplier, and is required, then an approach may be made to an alternative supplier, provided that any Australian Water Polo Inc. marketing and sponsorship guidelines are followed.

#### 5.1.1 Contact: Secretary General

#### 5.1.2 Items Available:

Please contact the Secretary General for details of uniforms.

#### 5.1.3 Team Logos

The following logos are to be used for touring teams on uniform items:

##### Senior Team



Australian Water Polo Team  
World Championships  
<Venue> <Year>



**Australian  
Water Polo  
Team**

World Championships  
<Venue> <Year>

##### Junior Team



Australian Junior Water Polo Team  
World Junior Championships  
<Venue> <Year>



**Australian  
Water Polo  
Team**

Australian Junior Water Polo Team  
World Junior Championships  
<Venue> <Year>

#### 5.1.4 Uniform Protocol

Team members should wear the Team uniform for the Team departure from Australia, and arrival overseas for competition, and on the Team's return to Australia. Athletes travelling home as individuals need not wear the uniform. Other formal Team functions require the Team polo shirt / tracksuit to be worn. The Team Manager should determine uniform standards for these functions.

The Team Manager and coach should determine uniform standards for travel and official functions giving consideration to climate and other conditions. However, the overall consideration is that the team is representing Australia and AWPI.

**No other international team's uniform may be worn at any stage during a tour by any team member.**

All team members when playing in a tournament for Australia must wear nominated swimsuits.

## **5.2 USE OF THE COMMONWEALTH COAT OF ARMS**

The Commonwealth Coat of Arms is the pre-eminent mark of Commonwealth authority. Its use, with a few limited exceptions, is limited to the Commonwealth Parliament, the Government and the Federal Courts. However, since 1922, Australian national sporting teams participating in international competitions have been able to seek Commonwealth Government permission to display the Arms on their uniforms. The following rules apply:

- Only teams recognised by the Australian Sports Commission may be permitted to use the Arms, or where after consultation with the Commission, the Minister or his or her delegate is satisfied that it is appropriate for a team to receive permission.
- Permission, where granted, will allow the Arms to be displayed by representative sportspersons on their playing and dress uniforms and by accompanying officials on their dress uniforms.
- The name and the dates of the competition must be shown immediately under the Arms on the dress and playing uniforms.
- No advertising material or sponsorship must be shown near the Arms. No material must be shown above the Arms.
- Each approval shall be for one competition only. However, approval may be given for more than one competition where competitions of a like kind occur within a short period of time or sequentially within a given overseas tour.
- Each request will be dealt with on a case-by-case basis. Requests will only be considered within four months of the commencement date of the competition.

Requests must be made in writing and must supply the following information:

- The name of the team.
- The location, dates and the name of the competition.
- Requests should be signed by an authorised officer of the team.

Requests should be sent in writing to:

Project Officer – Symbols  
Awards and National Symbols  
Department of Administrative Services  
GPO Box 1920  
CANBERRA ACT 2601  
Phone: (02) 6275 3611  
Facsimile: (02) 6275 3629

**6. COMPETITION INFORMATION**

Each year Australian Water Polo Inc has a representative contact the various European and other National Federations in order to secure high level international competition for the various national teams. Once competitions / tournaments have been secured the Secretary General, National Coach and Team Manager will be informed.

Managers should note that Australian Water Polo Inc., due to Federations sending mail via sea mail, often receives information after or very close to the close of entries. It is recommended that once appointed, the Team Manager or Team Head Coach contact organisers direct if that information is available, however, prior approval should be sought from the Secretary General to ensure consistent information is provided and there is no doubling up of contacts.

**6.1 COMPETITION ENTRIES**

The Secretary General of Australian Water Polo Inc. is required to endorse entries to competitions.

Entries will be completed by the Secretary General, pending advice from the NHC, and forwarded to the Organising Committee for the international events teams may be attending.

**Team Managers may only submit names of individuals and/or teams that are members of official Australian Teams.**

**7. TRAVEL**

After Australian Water Polo Inc has contracted a travel agent the contact details will be forwarded to the Team Manager who will be responsible for the travel arrangements in conjunction with the Secretary General and Team Head Coach.

Prior to departure, the Team Manager must forward a complete travel itinerary to AWPI National Office.

Upon finalising the itinerary, a copy must be sent to

- Players
- Parents
- AWPI Office
- Team Head Coach
- Team Referee

**7.1 AIR TRAVEL POLICY****7.1.1 Official Airline****Domestic**

Australian Water Polo Inc. has a sponsorship agreement with AMEX/Qantas that currently offers great benefit to AWPI. Consequently, it is mandatory that, for all domestic flights, Qantas is given priority and bookings must be organised through the AWPI office.

**International**

Qantas is our preferred airline.

### **7.1.2 Bookings**

All travel arrangements should be confirmed with the AWPI office a minimum of 30 days prior to travel. However, to ensure the AWPI Office can assist while overseas it is important that they be kept informed on a regular basis of all itinerary variation.

Return flights must ensure that individuals return to Australia within twenty-eight (28) days from the completion of competition. This is for insurance reasons, as the Team insurance cover ceases at the end of this period.

The Team Manager and Secretary General will, in consultation with the Team Head Coach, determine the required dates for travel. The Team Manager will liaise with the nominated travel agent and AWPI Office to provide quotes from various international carriers. Quotes are to include provision for:

- All quotes and itineraries should be sent to AWPI for ratification
- Team excess baggage (to be determined by the Team Manager, from the coaches) waiver on all legs of a tour (letter of waiver must be given by the airline). To include ball bags, medical equipment, etc.
- Increased individual baggage allowance (generally up to 35kg/person / 45kg for coaches).
- Exit row / bulk head and aisle seating priority.
- Special meals (i.e. vegetarian, low fat, etc)
- As direct a flight as possible both on outbound and inbound legs from Australia.
- Minimal waiting times between flights. If long delays are required either lounge access or hotel access is required.

It should be noted that travel undertaken on airlines does not entitle the airline concerned to identify itself as:

- an official carrier or sponsor of Australian Water Polo Inc. or an Australian Water Polo Team;
- to promote the fact that it is carrying members of Australian Water Polo Inc. or an Australian Water Polo Team.

Team Members that allow this to happen will be in breach of their Team Membership Agreement and will jeopardise their team status. Team Managers should be mindful of these requirements and ensure that they do not take any action or allow a third party to take any action, which may put Team Members in breach of the Team Membership Agreement.

### **7.1.3 Visas**

Any visa requirements for holders of Australian passports will be the responsibility of the individuals. However, Australian Water Polo Inc. will ascertain and advise the Team Manager of any visa requirements for countries that the Team may be visiting.

Holders of passports other than Australian must notify the Team Manager so visa requirements can be determined. Again, any required visas will be the responsibility of the individual.

**7.2 GROUND TRANSPORT**

Any required bookings are to be made through the Australian Water Polo Inc. Office which will ascertain the best rates and vehicle provision through Europe / North America.

Each Team Manager needs to identify the vehicle requirements (numbers, sizes, dates, pick-up / drop-off locations etc), in consultation with the Team Head Coach, and make the request known to the AWPI Office as early as possible.

Australian Water Polo Inc. will not be liable for any parking / speeding fines imposed on drivers when using hire cars with a team. Any traffic infringements are the responsibility of the driver at the time of the incident. Managers are to ensure that a register is kept of which coaches have been allocated vehicles.

**7.3 EMERGENCIES**

Should an emergency arise, the Team Manager must take responsibility for the situation and take what corrective action he/she sees fit. Such emergencies might include.....

Lost luggage  
Sickness or illness of player, coach, official  
Cancelled flights  
Hotel bookings not fulfilled  
Missed flights  
Passport/visa irregularities

And there may be others.

The Manager is authorised by AWPI to make such (legal) payments required to maintain or achieve the travel schedule agreed prior to the departure of the team. These expenses will be reimbursed to the manager as soon as practical. If the Manager spends monies under these conditions, receipts will be required.

The amount and method of payment which AWPI authorises the Manager to spend in these circumstances will be agreed with the Secretary General prior to the team's departure. If this agreed amount is exceeded then every effort should be made to get authorization as soon as possible.

**7.4 NOTIFICATION TO DFAT OF TOUR ITINERARY**

Details of Tours must be advised to the Department of Foreign Affairs and Trade. The details of what information is to be advised are detailed in Appendix 8 of this manual.

Please note that the information must be sent to the Department electronically. Please contact the AWPI National office for an electronic copy of the form.

The forms are available from the following email address: [registration.help@dfat.gov.au](mailto:registration.help@dfat.gov.au). Simply email to this address and the Dept of Foreign Affairs will send you the form which will need to be returned electronically.

**8. MARKETING AND SPONSORSHIP**

The Secretary General is responsible for all Marketing and Sponsorship Programs with Australian Water Polo Inc.. Team Managers **MUST** discuss all sponsorship approaches with the Secretary General prior to any proposals being distributed.

All Team documentation must acknowledge the support of the Australian Sports Commission, the Australian Olympic Committee (for the Senior Team) and Qantas. Logo's etc are available from Australian Water Polo Inc.

## **9. RISK MANAGEMENT**

### **9.1 BEHAVIOUR PROTOCOL**

#### **9.1.1 Overview**

All members of the Australian Water Polo Team are obliged, amongst other things, to behave in a proper manner and to the absolute satisfaction of Australian Water Polo Inc., and in particular the Team Manager.

The standard of behaviour of each Team member will be assessed in terms of their obligations under the Team Handbook, specifically Conditions for Team Member-ship, and Code of Conduct.

The Codes of Conduct are sited in the AWPI By-Laws.

In light of the following values developed by the Australian Olympic Committees Athlete's Commission, Australian Water Polo Inc. would like to see the following also adopted for team behaviour :

***Attitude** - My positive attitude is essential in overcoming obstacles to help me improve and give of my best. My positive attitude is a key ingredient to success and leadership.*

***Sportsmanship** - I recognise that sport is greater than the individual; that cheating reduces the stature of sport and all who love it; that class, race and creed are never factors in the attitude of true sports people and those who respect the virtues and values of sport.*

***Pride** - Pride drives me when the temptation is to settle for something less. I am proud to have been chosen to represent our country.*

***Individual responsibility** - I alone am responsible for my performances but I will be generous in acknowledging the support of others.*

***Respect** - I respect sport, the efforts of my competitors, my team-mates and officials.*

***Express** - I have an opinion and will express my view with thought and consideration to others. In showing my emotions I do so with individuality and, where possible, good humour.*

#### **9.1.2 Team Managers & Behaviour Process.**

Team Managers and coaches are responsible for the behaviour of the athletes, and Team Managers for officials, within their Team. This responsibility commences as soon as athletes and officials are selected onto the Team. Team Managers are expected to promptly advise each of their team members of the standards of behaviour required and to ensure that there are no misunderstandings as to Australian Water Polo Inc.'s expectations in this regard. Team Managers will remain responsible for each team member until they conclude their involvement in the Team.

During team tours/camps, and as appropriate according to their competition schedule, Team Managers will:

- In conjunction with the Coach, schedule a regular meeting of their team;
- Schedule a regular meeting with coaches / medicos.
- Ensure they know the whereabouts of their team members at all times;

- Arrange social occasions for the team; and
- Monitor the behaviour of team members, especially in the Team accommodation to ensure that no disturbance is created for other Team members.

Team Managers must promptly report to the Secretary General all incidences of failure to observe the required standards of behaviour. Failure to do so will itself be unacceptable behaviour by the Team Managers and a breach of the Code of Conduct. Team Managers may give the Secretary General a recommendation as to the sanction to apply in particular cases.

Each Team Manager is authorised to act in accordance with the Codes of Conduct in determining the sanction to be applied to any Team Member who breaches the required standard of behaviour whilst part of a National Team. The Codes of Conduct allows the following in the event of any breach:

If a breach, or suspected breach, of this Code has occurred, the following process shall be used:

- a) The suspected breach will be investigated within 7 days of its occurrence, or notification that a breach may have occurred, by:
  - i) The Team Manager and Head Coach in the case of National Teams or;
  - ii) The Board / Management Committee of a Club or Association in the case within the Club's or Association's jurisdiction or;
  - iii) The AWPI Board in cases within Australian Water Polo Inc.'s jurisdiction, excepting National Teams.
- b) The person concerned will be advised of the alleged breach and will be offered the opportunity to present information pertaining to the incident. No-one involved in the incident will be part of the investigation body.
- c) The body investigating the alleged breach will decide whether there has been a breach of the Code and, if so, on the appropriate penalty. It will prepare a written statement and provide it to the person concerned. In all cases the statement will be provided to Australian Water Polo Inc.
- d) If aggrieved the person concerned can appeal against the decision. In the case of National Team matters, the High Performance Manager of Australian Water Polo Inc. will decide the appeal. In club and association matters, an appeals committee formed by the Association or Australian Water Polo Inc. may hear an appeal. Members of this committee must not have been involved in the original dispute. If the decision which is appealed against relates to a decision made by Australian Water Polo Inc., the appeals procedure is detailed in the AWPI Constitution.

Each case will be treated in accordance with the 'situation' and 'ruling', of those persons adjudicating the case at that time.

Penalties include but are not restricted to a warning; a reprimand; a fine, suspension or exclusion from an event or eligibility to represent Australia, or in the case of touring teams, the imposition of conditions on remaining members of a team.

### **9.1.3 Examples of Required Standards of Behaviour.**

#### Team Accommodation

All Team members will respect the privacy and comfort of their fellow Team members and other residents, in particular those Team members and residents still involved in competition.

They must comply with the directions of their Team Manager and other Team Management.

## Sportsmanship

Team members will respect the authority of officials from the Australian Water Polo Team, and international regatta officials, and must behave with decorum and dignity. Team members will be required to display a standard of good sportsmanship when competing.

## Alcohol

Team members under the age of 18 years are not permitted to consume alcohol.

The primary role of Team members is to perform to the best of their ability at the event for which they were selected. Consumption of alcohol must not detract from this performance and Team Managers may determine a policy to apply to their team or individual team members in this regard.

Whilst acknowledging that Team members will want to celebrate after completing their competition(s), Team members must not allow their behaviour to be adversely affected by alcohol or become unruly or cause offence to others.

All Team members are expected to counsel and assist their fellow Team members to prevent inappropriate behaviour before it happens.

## Public Behaviour

When in public whilst a member of a National Team, especially when dressed in elements of the Team uniform, Team members should display politeness and general courtesy to all members of the public.

Team members should be accommodating within reason for all requests for autographs and must be especially attentive to and supportive of requests from children.

## Media conferences / interviews

When being interviewed by the media, Team members are expected to be polite, punctual and courteous. Team members should be honest in their answers. Guidelines for media interviews are in section 10.2 of this document.

The Head Coaches and Team Manager are the only people to make official comments to the media on Team issues.

## Family visitations

Spouses and family members / friends are not permitted to stay at the same accommodation as Team members, nor travel in Team transportation, within tour parameters. Areas will be set aside for meeting with family / friends, but they should not congregate in accommodation rooms.

Family and friends are NOT to be encouraged to seek medical treatment from the Team medicos. Team doctors and Physios are not permitted to treat anyone outside of the Team for legal reasons.

## Uniforms

At Team functions, Team members are to wear Team uniform, unless otherwise advised.

In giving pre-arranged interviews with television media, Team members are required to wear formal Team uniform, Team tracksuit, or the "formal" polo shirt.

### Damage to Property

Any Team member who damages or contributes to damage to property in a Competition Venue must report this to his or her Team Manager.

Team members will be responsible for the cost of repairing damage they have caused.

Team members are reminded that any damage to property, either in or outside Competition Venues may be the subject of litigation or criminal prosecution. Team members are personally responsible for any damage to property they may cause.

### Police

If an incident involving the Police occurs, Team members must advise their Team Manager. As soon as a Team Manager is aware of such an incident, they must advise the Secretary General in writing as soon as possible.

## 9.2 INSURANCE

Australian Water Polo Inc. has insurance cover against a wide range of risks. This cover is renewed annually. Details of Insurance Cover can be found on the AWPI web site, <http://www.australianwaterpolo.com.au>

Australian Water Polo Inc. has the following categories of insurance with various insurers:

- Travel Insurance;
- General, public and products liability;
- Professional indemnity;
- Directors' and officers' indemnity;
- Personal accident;

Excesses apply to all liability insurance covers.

**Travel Insurance is provided for all National Teams and is cost recovered for all tours against the tour budget. The Team Manager must establish this cost from the National Office as soon as possible. Please note that Team members are covered under travel insurance from the day of departure, until twenty-eight (28) following completion of competition. All athletes and coaches MUST have returned to Australia within this time period following their last competition. For more information contact the AWPI Operations Manager.**

Travel Insurance is provided by Accident and Health International. Prior to leaving for an overseas tour, Team Managers should contact AWPI Office to receive a AHI ASSIST card which has contact numbers for overseas assistance.

## 10. MEDIA & PROMOTIONS

### 10.1 MEDIA RELEASES

The Australian Water Polo Inc. office will assist with the distribution of media releases to Australian Media agencies.

Prior to departure, Team Managers must liaise with the AWPI Media Manager to establish lines of communication for the tour.

**Media releases should be emailed or faxed to Australian Water Polo Inc. for distribution, as soon as possible at the conclusion of the day's events. Results are no good to the media if they are a couple of days old!**

#### **Useful Tips for Media Releases**

Accompanying the results can be a brief description of the conditions, opponents and interesting bits of information that can fill out a story.

Quotes from the athletes concerned are always great, for team sports a comment from the team captain or the match's best player could be included.

Media releases before the event will alert the media and can be just as useful as those issued after the event.

Whilst we are all interested in the Australian results, it is best to provide, where possible, the full results for at least the top three placings for each event. These should include the athlete's name(s), country and time/goals.

## **10.2 MEDIA GUIDELINES**

The Team Manager or the Head Coach is the spokesman for the Australian Water Polo Team. Unless and until otherwise directed by the Secretary General:

- athletes may comment or communicate with the media only in relation to their own event, prospects and performances at the various events they are competing; and
- Team managers, coaches and other support staff may comment or communicate with the media only in relation to the events, prospects or performances of those athletes they are managing, coaching or supporting.

In giving any interview Team members must not disparage or criticise other Team members or their sports performances.

Each Team member is at liberty to accept or decline to be interviewed by the media.

In giving any interview with the television media, Team members must wear Team uniform, and Team sponsors should be mentioned.

These are guidelines only and may be amended or varied by the Secretary General at any time in his absolute discretion.

## **11. REPORTS**

### **11.1 PRE-TOUR/COMPETITION REPORTS**

Team Managers should prepare a regular Team Newsletter which should be distributed to all Team Members, the Secretary General, and members of the AWPI Board.

**11.2 DURING TOUR/COMPETITION**

Team Managers should send regular reports and Media releases back to the Australian Water Polo Inc. National Office. It is suggested that a Media Release be prepared prior to each competition and following each day of competition.

Team Managers should also immediately report any situation to the Secretary General that:

- may result in Media attention;
- involved the hospitalisation of any team member;
- has resulted in the Team Manager terminating the membership of any team member from the team, or sending any team member home.

**11.3 POST TOUR/COMPETITION**

As soon as practicable after a team has completed its involvement in international competition the following people should prepare reports:

The Team Manager ;

The Team Head Coach ;

The PMO; and

- Any other person who was a member of the team may prepare a written report if they so desire.

All reports relating to the team should be compiled by the Team Manager into one document for presentation.

The Report should address the following:

- the results achieved by the team at each competition;
- the morale of the team;
- the criteria applied in the selection of the team;
- the procedure followed in the selection of the team;
- the performances of all persons who were members of the team;
- any changes/recommendations which the writer of the report thinks desirable in the selection, management or coaching of future teams.

A copy of the report must be forwarded to:

- the Secretary General, who shall refer the report to the AWPI Board;
- the chairperson of the Selection Panel which selected the team.

The Board of Directors may do one of the following:

- request any person to give to the Board of Directors information with respect to any matter arising out of a report;
- publish any report or any information provided by any person, with or without any other information or any views of the Board of Directors;
- make such recommendation as it thinks fit to the High Performance Manager, or to Members generally, with respect to any matter arising out of a report;

- take such other action with respect to any matter arising out of a report as it thinks fit.

## 11.4 AUSTRALIAN SPORTS COMMISSION REPORTS

The ASC requires a report from all Teams for which they provide funding. This report will be presented by the Secretary General, who will, in turn, forward it to the ASC.

## 11.5 DISCIPLINARY REPORTS

Any request for disciplinary action should not be included in the above tour report but should be contained in a separate report and forwarded immediately on return to the Secretary General for action. No other copies of the report should be issued.

The Secretary General will then convene a disciplinary tribunal. The Secretary General will be informed of the report and briefed by the Secretary General on the situation.

## 12 MEDICAL SERVICES

### 12.1 DRUGS IN SPORT

#### 12.1.1 Overview

The Australian Sports Anti-Doping Authority (ASADA) provided the information in this section. For any clarification of information, athletes and / or coaches should contact the AWPI Secretary General, or the ASADA Hotline on 1800 020 506.

#### 12.1.2 National Testing Program

Many Australian Water Polo Inc. athletes are subject to out-of-competition (OOC) testing and event testing.

**OOC Testing:** Athletes nominated by Australian Water Polo Inc. are registered on ASDA's OOC database and can be randomly selected to provide a urine sample at any time at no notice. Athletes travelling overseas must provide contact details to AWPI. Athletes failing to comply with a request to provide a urine sample may face sanctioning. Athletes nominated for the OOC register by AWPI are advised by mail.

**Event Testing:** Australian Water Polo Inc. athletes are subject to random testing if they are competing at a international event national event professional sporting competition (in some cases) state championships.

#### (a) Sanctions

Any Australian Water Polo Inc. athlete that commits a doping offence is subject to the hearing process and sanctions outlined in the AWPI Anti-Doping Policy. Sanctions range from a warning to a two-year ban depending on the offence.

#### (b) Inadvertent Doping

Many medications contain banned and restricted substances as outlined in the IOC list of doping classes and methods. Athletes must take great care in choosing medications, particularly when they compete in events where drug testing may occur.

(c) Colds, Flu or Hay Fever

Banned stimulants are found in many cold, flu or hay fever preparations. To ensure that the medication chosen is permitted, an athlete can take the following steps:

Check if the medication is listed under “permitted medications” in the **Drugs in Sport Handbook** (available from the Australian Sports Anti-Doping Authority, Australian Water Polo Inc. or State Institutes of Sport).

If the medication is not listed or you are in any way uncertain, call AWPI's High Performance Manager, or ASADA's **Drugs in Sport Hotline** on **1800 020 506** (free call, operating Mon-Fri, 9-9 EST, Sat-Sun 9-5 EST).

(d) Clearance time for banned stimulants

If an athlete is taking medication containing banned stimulants leading into a competition, the ASADA advises athletes to allow 5-7 days for medications of this type to leave their system (note: most sports do not screen for stimulants in out of competition testing).

**12.2 USE OF PROHIBITED SUBSTANCE NOTIFICATION PROCEDURE**

Any athlete who is taking or intending to take a prohibited substance as medical treatment must follow the following notification procedure.

An athlete must have any medical condition for which they are taking medication (or intending to take), including inhalants diagnosed by a medical physician.

The athlete must notify the Australian Water Polo Inc. Secretary General in writing on the approved form that they have been prescribed a medication containing a *prohibited substance* and that it is administered by inhalation only. ***NB: It is essential that your Physician fully complete the approved form before submission to Australian Water Polo Inc.***

The IOC Medical Commission precisely defines the use of some drugs. These substances are permitted by inhaler only to prevent and/or treat asthma and exercise-induced asthma. Written notification to Australian Water Polo Inc. **of asthma and/or exercise-induced asthma** by a respiratory or team physician is necessary.

The systemic use of corticosteroids is prohibited. Anal, aural, dermatological, **inhalational**, nasal and ophthalmological (but not rectal) administration is **permitted**. Intra-articular and local injections of corticosteroids are **permitted**. Where the rules of an organisation so provide, notification of administration may be necessary. The use of inhaled corticosteroids for asthma is permitted but must be notified on the form.

Once received by the Secretary General, the notification will be reviewed to check the supplied details, and if acceptable, provide approval.

**Approval will be for a maximum period of 12 months only. It will be the responsibility of the athlete to re-apply for approval at the end of 12 months.**

Australian Water Polo Inc. will maintain a database of those athletes who have obtained written approval and will notify the Australian Sports Drug Agency.

For further information contact: <http://www.asada.org.au>

**13 APPENDIX 1 – ANTI-DOPING POLICY**

The Association may formulate, adopt, issue, interpret and amend such anti-doping regulations as are necessary or desirable for the proper management and administration of the Association and to advance the purposes and meet the obligations of the Association.

Australian Water Polo has adopted the Anti-Doping Policy of Australian Swimming Incorporated, a copy of which is available from AWPI.

<http://www.australianwaterpolo.com.au/high-performance/anti-doping-control/>

**14. APPENDIX 2 – TEAM HANDBOOK****14.1 SELECTION POLICY**

Australian Water Polo Inc has developed a template for athlete selection criteria, which is available from AWPI. This template can be down loaded and should be completed as soon as possible and given to all aspiring athletes. It is better to flood the market than have somebody miss out on getting information.

**14.2 TEAM HANDBOOK**

A team hand book is available from the Secretary General which will allow athletes to track their food intake, training patterns and routines, injuries, mental state and other issues vital to their performance, Coaches must check the completion of these handbooks progressively.

**15. APPENDIX 3 - NATIONAL SPONSORS**

Principal Sponsor

Australian Sports Commission



**Australian Government**  
Australian Sports Commission

Australian Olympic Committee



**Australian Olympic  
Committee Inc.**

Moves Travel Group



Mikasa



Turbo



Auspole



**16. APPENDIX 4 – TEAM MANAGERS’ RESPONSIBILITIES**

Responsibility for Australian Water Polo Team Managers

The following table details the areas of responsibility of Australian Water Polo Team Managers.

Please don't hesitate to contact the Secretary General if you have any questions.

**Detailed Areas of Responsibility – Australian Water Polo Team Manager**

<b>Team Position</b>	<b>Team Manager</b>		
<b>Responsibility</b>	<b>Responsible to the Secretary General for the proper management and preparation of their Team from the date of appointment to date all responsibilities are complete.</b>		
<b>OPERATION AREA</b>	<b>PHASE OF OPERATION</b>		
	<b>Pre-Tour</b>	<b>During Tour</b>	<b>Post Tour</b>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>Prepare a detailed budget for the participation of the Team in the International Competitions for approval with the Secretary General.</li> </ul>	<ul style="list-style-type: none"> <li>Keep records of finances (income and expenditure) for acquittal.</li> </ul>	<ul style="list-style-type: none"> <li>Acquit any cash advances</li> <li>Acquit any Credit Card Expenditure</li> <li>In conjunction with the Finance Manager, follow-up outstanding payments by Team members.</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>Inform Australian Water Polo Inc. of equipment to be used for team purposes so that insurance can be arranged, following discussion with the Secretary General.</li> <li>Check DFAT web site for travel advice</li> <li>Discuss travel advice with Sec General / parents</li> <li>Send team travel information to DFAT</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate and scrutinize insurance claims.</li> <li>Lodge insurance claims with Australian Water Polo Inc..</li> <li>Bring any disciplinary matters to the attention of the Secretary General</li> </ul>	<ul style="list-style-type: none"> <li>Follow-up any outstanding insurance claims.</li> <li>Provide a written report and any disciplinary matters to the Secretary General immediately on return from tour.</li> </ul>

OPERATION AREA	PHASE OF OPERATION		
	Pre-Tour	During Tour	Post Tour
<b>Planning Meetings &amp; Reports</b>	<ul style="list-style-type: none"> <li>• Provide information to Australian Water Polo Inc. as is requested from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• Distribute team member questionnaires to their team for completion prior to the end of the tour.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide post tour report to the Australian Water Polo Inc. Secretary General.</li> </ul>
<b>Team Accommodation</b>	<ul style="list-style-type: none"> <li>• With AWPI Office determine accommodation requirements for tour and make appropriate bookings.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the team's accommodation and report any damage or issues of accommodation to the Secretary General.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any issues relating to Team accommodation.</li> </ul>
<b>Pre-Tour Preparation</b>	<ul style="list-style-type: none"> <li>• Keep Australian Water Polo Inc. advised of all pre-tour training details for the team.</li> </ul>		
<b>Transport</b>	<ul style="list-style-type: none"> <li>• With the AWPI Office, ensure all necessary arrangements are made for travel during the tour.</li> <li>• Keep Australian Water Polo Inc. advised of all travel arrangements made relating to the tour.</li> <li>• Ensure all equipment freight requirements are confirmed with the carrier.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure a complete packing documentation is made prior to departure for Customs checks when any equipment is returned to Australia.</li> <li>• Maintain a vehicle log.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any difficulties experienced with transport.</li> </ul>

OPERATION AREA	PHASE OF OPERATION		
	Pre-Tour	During Tour	Post Tour
<b>Protocol</b>		<ul style="list-style-type: none"> <li>• Ensure attendance by the team or appropriate representatives at official ceremonies.</li> <li>• Ensure team members are aware of dress requirements for official functions / media.</li> <li>• Ensure team members are aware of any VIP/media who will be in attendance.</li> <li>• Coordinate/ supervise arrival/ departure arrangements for the team or individual athlete's attendance at functions.</li> <li>• Monitor the behaviour of the team at Team Functions.</li> <li>• Attendance at all Team Manager's meetings during competitions</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any issues in relation to protocol.</li> </ul>
<b>Equipment/Resources/Uniforms</b>	<ul style="list-style-type: none"> <li>• Source suitable suppliers for specialised team equipment.</li> <li>• Order Team Uniforms from Official supplier.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate distribution of uniforms.</li> <li>• Equipment management &amp; security.</li> <li>• Monitor potential ambush marketing and breaches of Team agreements in relation to uniforms and equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Return all Australian Water Polo Inc. equipment to Australian Water Polo Inc..</li> <li>• Review equipment usage and recommend modifications for future teams.</li> </ul>

OPERATION AREA	PHASE OF OPERATION		
	Pre-Tour	During Tour	Post Tour
<b>Medical</b>	<ul style="list-style-type: none"> <li>• PMO to report any known injuries to the Team Head Coach and Manager</li> <li>• Assist Australian Water Polo Inc. with the completion and collection of Notification of the use of Prohibited substances Form.</li> <li>• Obtain a copy of all Notification of the use of Prohibited substances Form's for members of the team to take on tour.</li> </ul>	<ul style="list-style-type: none"> <li>• Attend or appoint a Team official, usually Team Doctor, to attend drug testing.</li> <li>• Monitor the use by athletes of medications to ensure that they do not breach anti-doping requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any issues relating to medical and drug testing.</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>• Assist Australian Water Polo Inc. to distribute and obtain completed athlete profile forms, where required</li> <li>• Assist Australian Water Polo Inc. with the preparation of pre-tour media releases, where required</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in providing advice to team members on how to handle difficult media attention.</li> <li>• Assist in arranging any meetings between athletes and any media personnel after approval by team coach.</li> <li>• Provide media reports to the AWPI Media Manager for distribution.</li> </ul>	<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any issues relating to the media.</li> </ul>
<b>Logistics</b>	<ul style="list-style-type: none"> <li>• Coordinate any special freight requirements, including customs clearance, with the Secretary General.</li> </ul>		<ul style="list-style-type: none"> <li>• Advise Australian Water Polo Inc. of any difficulties experienced with transport.</li> </ul>

**17. APPENDIX 5 - NOTIFICATION OF THE  
"USE OF PROHIBITED SUBSTANCES" FORM**

REFER to ASADA web site for up to date forms <http://www.asada.gov.au>



**19. APPENDIX 7 – POSITION DESCRIPTION****Position Description  
WATER POLO TEAM MANAGER****A. PRIMARY JOB PURPOSE**

Is directly responsible to Secretary General of Australian Water Polo Inc (AWPI). To ensure, that within the guidelines and constraints determined by AWPI, that the logistics of Australian team preparation camps and attendance at the competition is efficient and provides the athletes and coaches with the best environment for them to achieve a winning result.

**B. JOB RESPONSIBILITIES**

## 1. Effective Relationship with AWPI

- Work closely with the AWPI office to define clearly the duties and responsibilities of the tour officials and liaise with the Secretary General and National Head Coach on all aspects of the tour.

## 2. Logistical Organisation

- Develop and implement plans to meet the expected needs of the athletes, coaches, officials and support staff before and during the tour.

## 3. Technical Responsibilities

- Liaise between the event organising committee, the staff and the team.

## 4. Servicing Sponsors

- Co-ordinate AWPI sponsors (if appropriate) and national team commitments to minimise the impact on the operation of the team.

## 5. Team Communication

- Communicate AWPI policies to all team members (including but not limited to Team By-Laws, Anti-Doping Policy, and Member Protection Policies) and complete incident reports of any breaches.

## 6. Team Budget

- Liaise with AWPI in relation to the preparation, implementation and monitoring of the team budget.

## 7. Incident Reports

- Follow up all incidents and report to Secretary General on final outcomes.
- Obtain full set of results.
- Collation of coaches' workouts

**C. KEY PERFORMANCE INDICATORS**

## 1. Effective Relationship With AWPI

- The Secretary General is satisfied with the performance of the Manager.
- Responds promptly to requests by AWPI.
- Responds promptly to requests by Secretary General.
- Attends meetings with AWPI and Secretary General as required.
- Provides regular detailed reports during the preparatory stages of the tour to AWPI and Secretary General.
- Provides a detailed report at the conclusion of the tour to AWPI and Secretary General.

## 2. Logistical Organisation

- Co-ordinates with AWPI all travel arrangements, accommodation and team budget.
- Co-ordinates with AWPI “on time” dissemination of information to all team members.
- Develops an action plan to assist AWPI staff in co-coordinating the logistical arrangements of the team

## 3. Technical Responsibilities

- Attends all briefings in relation to the event.
- Is aware of all operational aspects of the event as they relate to the team.
- Makes early contact with event organisers prior to the event.
- Communicates event information to all affected parties.
- Responds quickly to situations (i.e. protests) which may arise from time to time during the event.

## 4. Servicing Sponsors

- Develops, in consultation with the Secretary General and Media Liaison Officers, an action plan for sponsors commitments, (if appropriate), media commitments, team activities and coaches training schedules.

## 5. Team Communication

- Co-ordinates with AWPI the timely dissemination of information appropriate to relevant team members such as team contracts, logistical information, AWPI policies.
- At the direction of the Secretary General co-ordinates team and coaches meetings.
- At the direction of the Secretary General co-ordinates team activities.

## 6. Team Budget

- Prepares in consultation with AWPI a Team Budget.
- Follows AWPI procedures for recording and monitoring expenditure.
- Submits a full financial acquittal within four (4) weeks of the completion of the tour.

**D. JOB HOLDER REQUIREMENTS**

## 1. Experience

- Experienced in the management of National Water Polo Teams at major international meets.
- Understand the principles of management and their practical application to managing a national water polo team.
- Demonstrate a clear understanding of the issues relating to managing a major national water polo team at an international event.
- Has the demonstrated capacity to coordinate activities, people and resources and to maintain appropriate monitoring and controls.
- Experienced in dealing with international and national media and press conferences.
- Competent to deal with high-ranking Government representatives, officials of the organising committee, fellow sports officials, diplomatic officers and business leaders.

## 2. Specific/Technical skills and knowledge

- Demonstrate technical knowledge of water polo to enable understanding of specific water polo administrative procedures and technical requirements of the athletes and other officials.
- Has the interpersonal skills and technical expertise to provide an effective link between team members and event officials and technical committees.

## 3. Personal Attributes

- Has the interpersonal and management skills to successfully motivate and direct team/staff members where relevant.
- Works effectively with people and shows respect and sensitivity to their needs.
- Demonstrates a logical approach in weighing up issues and coming to a decision.
- Demonstrates strong written and verbal communication skills and able to provide reports when required.
- Ability to work long hours with changing demands.
- Demonstrates ability to handle crisis situations.
- Shows enthusiasm and preparedness to put athlete performance before personal considerations.
- Available to attend all pre-competition meetings, training camps and events if required.

