



2012 SA JUNIOR TEAM

Appointment of the SA Junior Team Management. (Managers, Coaches & Support staff)

1. According to point 18.2.1 and 28.6 of the Constitution of Surfing South Africa, the SSA Board is responsible for the selection and ratification of all members of National Teams.
The SSA Board may adopt the process stipulated in 2 below to appoint team management such as Managers, Coaches and support staff. .
They may apply their own discretion in appointing team management, coaches and staff based on criteria such as transformation priorities.
2. The following procedure may be followed when appointing the SA Junior Team Management (Managers, Coaches, Support staff).
 1. Publish criteria/requirements through an email to Provincial structures.
 2. Publish criteria/requirements on the Surfing South Africa and Provincial websites.
 3. Gather CVs.
 4. If necessary, the SSA Board will appoint a sub committee to short list CV's.
 5. Short listed candidates to be interviewed if necessary.
 6. The SSA Board will ratify the appointment of the SA Junior Team Management (Managers, Coaches, Support staff)

Criteria to be used in the appointment of the Team Manager.

- Have extensive knowledge and understanding of Team SA, its role in ISA international competition and Surfing South Africa's High Performance programs.
- Demonstrated ability to successfully manage a large team of junior athletes and support staff in a major event environment over an extended period.
- Demonstrated ability to plan and implement all team media, including daily press releases and website requirements and an ability to liaise with international media.
- Demonstrated ability to relate to junior athletes, coaches and support staff whilst playing a pivotal role in team harmonics and discipline.
- Knowledge of elite coaching strategies and athlete's requirements for major ISA events.
- Management experience involving a provincial or national team within 18 months prior to the WJSC.
- The Team Manager will be required to sign a Contract with SSA and a Code of Conduct document.
- The Team Manager will be required to provide a written report to the General Manager within 21 days of returning from the ISA World Junior championships
- The Team Manager will be required to attend a debriefing at a time and venue stipulated by the SSA Board.

Job description, role and duties of the Team Manager

The Team Manager is responsible for the following:

1. The administration and management of the team.
2. Team dynamics and structures.
3. The welfare of the team members and officials during team training and from the time of team departure until the return of the team to South Africa.
4. The Team Manager reports to the General Manager of Surfing South Africa.

Role of the Team Manager

- Must be Team focussed.
- Must have strong interpersonal and oral communication skills.
- Must have the ability to effectively liaise with athletes, coaches, administrators, parents and the Board.
- Must possess strong organisational skills.
- Must have a sound knowledge of selection criteria.
- Must know the SSA and ISA Rule Book.
- Must possess an unendorsed domestic driver's licence and an International driver's licence.
- Must possess a current First Aid certificate.
- Must be able to deal with local and international media.
- Must ensure exposure for sponsors and financial backers.

Duties of the Team Manager

Prior to event:

- Work with the SSA General Manager with regard to flight bookings and accommodation.
- Be aware of conditions of travel (Surfboards etc).
- With the SSA General Manager arrange kit, blazers for team and officials.
- Work within the allocated budget for the trip and arrange methods of payment (credit card, petty cash, and accounts) with the SSA GM...
- With the SSA GM, arrange & coordinate training camps (flights, accommodation).
- With input from Team coaches, provide training info to team members.
- Attend training sessions and team camps.
- Provide team members with a checklist of tour requirements.
- Compile personal profiles forms from team members.
- Coordinate & collect completed surfer profiles, signed obligation/commitment forms, Code of Conduct forms, parent/guardian agreement and indemnity forms.
- Outline anti doping policy to team members. (TUE's etc).
- Sort out sizes for team kit.
- Assist in organising Colours Awards function
- Take charge of athletes, coaches and officials check in at airport.
- Ensure all documentation such as passports are on hand.(make copies of passports & flight schedules)
- Coordinate team photos.

During the event:

- Liaise with team members regarding appropriate dress codes (for march past, attendance at the event, functions).
- Set the disciplinary guidelines in line with the Code of Conduct.
- Set up sponsors and financial backer's banners at team enclosure.
- Ensure that the South African national flag is flown correctly in the team enclosure at all times.
- Ensure that the South African national flag is treated with respect at all times.
- Ensure that team members know the words to the South African National anthem.
- Inform team members of schedules (training, competition, official functions).
- Act as a liaison officer between the event officials, the coach and the team.
- Adjudicate any challenges that may arise between athletes, coaches, officials and supporters.
- Ensure welfare and safety of all team members at all times.
- Supervise all athletes and officials at all times.
- Immediately report to the GM of SSA any athlete or official's inappropriate behaviour, misconduct, injury or illness.
- Take responsibility for all financial details including collection of receipts.
- Provide a financial spreadsheet of monies spent, within 10 days of return from the championships.
- Take responsibility for hired team transport and work with the SSA GM in arranging the hiring of vehicles.
- Make meal arrangements for all team members
- Arrange refreshments and water for use competition.
- Co ordinate team photos.
- Act as spokesperson for the team at official functions unless otherwise directed by SSA.

Post event:

- Return all equipment, flags, equipment, sponsors items and documents to the SSA offices
- Provide a written report to the SSA Board including results, a balanced budget and copies of media exposure within 21 days of the teams' return.
- Attend a debriefing with SSA officials

Criteria to be used in the Appointment of the Coaching staff.

1. Candidates must hold a current ISA Level 2 coaching accreditation.
2. Candidates must have experience working with elite surfers.
3. Candidates must possess experience in coaching teams at provincial level.
4. Candidates must have experience in coaching teams at national and international level
5. Candidates must have a full understanding of technical coaching concepts.
6. Candidates must have a full understanding of the current ISA Rule Book.
7. Candidates must be able to outline the ISA Judging criteria and other competition rules.
8. Candidates must have researched the details of the World Championship venue.
9. Candidates should have a prepared "Game Plan" for the SA Junior Team
10. Candidates should be able to present this "Game Plan" to the sub committee during interviews.

Personal Characteristics:

- Team Work: able to work reliably and responsibly with team and colleagues.
- Management orientated: must be part of the whole management group and be prepared to share tasks if necessary.
- Positive: must encourage, support and motivate the team to achieve its goals.
- Technical Ability: excellent understanding of technical concepts as related to judging and surfing.
- Strategist: ability to develop and implement strategies and tactics.
- Performance Oriented: highly motivated and driven to perform at the peak of his or her abilities
- Leadership: proven leader who thrives in a team environment.
- Problem Solving and the ability to communicate: good interpersonal, assertiveness and communication skills and able to communicate effectively, adapting style to audience.
- Results driven: delivers activities to best of ability and is motivated by delivering excellence.
- Athlete focus: identify and effectively respond to the diverse needs of athletes.
- Planning and organising: able to manage activities, team and issues, with the ability to identify and manage contingencies and risks.
- Negotiation: Skills to negotiate inspire and influence others.

Duties and role of the Team Coach

Prior to the event

- Work with the Team Manager and other coaches in preparing the surfers for the event
- Draw up a Game Plan for the event.
- Be supportive of SSA, the Team Management and fellow coaches
- Contact each team member by phone.
- Provide SSA and Management with requested documentation timeously.
- Depart and return with the team
- Sign the Code of Conduct and document of commitment (Contract).
- Dedicate time and effort to the whole team.

During the event

- Work with the team as a dedicated team player.
- Support Managers and fellow coaches at all times.
- Be available at all times even after the competition is done for the day.
- Refrain from drinking any alcohol at any time during the event.
- Work with the Team manager and fellow coaches in creating a harmonious and positive environment.
- Focus on the South African team requirements at all times.
- Deal with issues in the appropriate way and in the correct forum.
- Discuss any concerns directly with the Team Manager and not with surfers or individuals who are not members of the team.
- Stay with the team and eat meals with the team.

Post event

- Provide a written report to the SSA Board outlining the coaching aspects of the event within 21 days of the last day of competition.
- Attend a debriefing with SSA appointed officials.

Support Staff.

The following roles have been identified as possible addition to the team if the budget allows.

These are secondary appointments and one or more may be made by the SSA Board if funding/sponsorship are sufficient Team management may agree get together with parents to discuss roles. It is suggested that the Manager meets the parents to appoint a spokesperson to liaise with Team management.

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1. Sports Psychologist
2. Physio / Chiropractor.
3. Sports Trainer who is qualified to do the following :
 - 3.1. Massages.
 - 3.2. Warm ups.
 - 3.3. Assess /treat/manage injuries.
 - 3.4. Dietary requirements.
4. Motivational Coach.
5. Media officer who is able to produce and distribute professional press releases either at the event or from within South Africa.
6. Baggage Manager (parents).
7. Chaperones – parents.
8. Videographer –parent.
9. Photographer – parent.

Appointment of the Selectors.

If necessary, a Selection Committee (Selectors) will be appointed by the SSA Board.

1. The following criteria will be used in appointing the Selectors.
 - 1.1. Current knowledge of surfers and their surfing ability.
 - 1.2. Experience and knowledge of South Africa's top junior surfers.
 - 1.3. Attendance at junior events.
 - 1.4. Understanding of degree of difficulty expected at an ISA WJSC.
 - 1.5. Judging knowledge.
 - 1.6. Adherence to selection criteria as determined by Board.

A selector may not have any vested interests whatsoever.

Role of the Selectors.

1. Select the surfers for the trials per division based on ratings, results, transformation objectives and other criteria.
2. Notify the Board of the names of trialists.
3. Recommend the names of the team members to the SSA Board for ratification.
4. The trialists and team members should be considered with the best interests of South Africa surfing in mind.

Role of the parents.

1. Provide support.
2. Avoid sidelining child from team dynamic by doing the following - providing private coaching, private meals, family outings).
3. Attend as spectators.
4. Deal with Team Management and coaches through parent spokesperson appointed by parents.
5. Work as ONE team.

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