

## ST4 – ROLE OF MANAGER / MANAGERESS

### INTRODUCTION

#### Training Preparation

- Prepare and circulate notice to clubs, ITC and Schools, inviting players to team trials/training four months prior to event.
- Arrange trials/training pool times in conjunction with ITC/Clubs/Competition pool requirements and SAWPI pool allocation.

#### Championship Preparation

- In consultation with the Administration Officers:
  - Obtain Championship program, with recommended accommodation and hire bus information from the State Association hosting championship.
  - Advise AWPI Secretary General of flight times required to and from championship.
  - Book accommodation directly with apartments/motel. Those with full cooking facilities are preferred.
  - Book 12 seater commuter bus for collection at Airport on arrival.
  - Calculate player levy to meet airline ticket, accommodation and bus hire costs for coach and manager.
  - Calculate individual player trip costs based on the cost of airline tickets, accommodation, bus hire, player levy and ancillary (petrol/parking etc) costs.
- Advise selected team members as follows:
  - Congratulation on selection
  - Other team members
  - Flight details
  - Requirement to advise school/university/employee
  - Accommodation/Trip cost & details.
  - Medical information
  - Water polo and personal requirements to take
  - Player agreement form and Code of Conduct.
- Take order with payment from players, coach and manager for State Team standard uniform.

**Date endorsed:** 1 June 2004

**Review Date:** 1 June 2006

- Place order for standard uniform with the preferred supplier in sufficient time to ensure delivery prior to departure.
- Invoice players for total trip cost a month prior to departure. Maintain record of payment.
- Provide player cap numbers and names to the State Association hosting the championship two weeks before departure.

### **Prior to Departure**

- Obtain player agreement and medical form a week prior to departure.
- Provide SAWPI Finance Director with money collected. At the same time obtain cheque for accommodation and bus hire including refundable bond if required.
- Arrange with AWPI Secretary General for delivery of Airline Ticket a week before departure.
- Take:
  - Drivers license
  - First aid kit, nail clippers and emery board and ice pack
  - Player medical forms
  - Airline tickets
  - Accommodation booking details
  - Bus hire booking details
  - Cheques for accommodation and bus hire (if required).
  - Championship program with address of pool and game/training times
  - Set of water polo caps and 4 practice balls
  - Game statistic sheets
  - Road map and tourist information
- One hour prior to flight departure, collect group booking boarding passes at airport book-in counter and book in team luggage.

### **On Arrival**

- Collect and pay (if required) for bus hire on arrival. Manager to drive bus at all times.
- Pay for accommodation on arrival (if required).

### **At the Championships**

- Attend information session for team coaches and managers prior to the first game.

**Date endorsed:** 1 June 2004

**Review Date:** 1 June 2006

- Maintain team discipline, welfare, food, rest and fun. Ensure players attend team meetings, training and games.
- Obtain game statistic sheets at the completion of each match.

**After the Championship**

- Submit championship report to SAWPI Board of Directors within one month of the championship.

**RELATED POLICY & PROCEDURE**

AD2 - Code of Conduct

ST1 – State Representative Teams

ST5 - State Team Code of Conduct