

# **SOUTH AFRICAN BASS ANGLING ASSOCIATION**

## **BY-LAW F TO THE CONSTITUTION**



## **DUTIES AND RESPONSIBILITIES OF THE TEAM MANAGEMENT MEMBERS**

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## 1. GENERAL

1.1. Although there are prescribed in the rules specific tasks for both the team manager and team captain, the management of the team is the joint responsibility of both of these functions. Duties and responsibilities can be exchanged by mutual agreement and interaction between the team manager and team captain is essential. Care should be taken that, through miscommunication, tasks that must be fulfilled are left undone.

1.2. The manager acts as the Association's representative at all team events and meetings. The team management should as the first priority be in contact with one another in order to discuss their modus operandi.

## 2. DOCUMENTS

2.1. The team manager should as soon as possible after the announcement of the teams, obtain the following documents from the Convenor of the Selection Committee or the Chairman of the Fixed Committee:

- 2.1. Name list of the team.
- 2.2. Trial nomination sheets of team members.
- 2.3. Copies of identity documents of team members
- 2.4. Copies of passport/proof of passport application.
- 2.5. Information and documents needed to complete the colours application.
- 2.6. Contact list of the Association's Executive Committee.
- 2.7. Appropriate angling rules (FIPSeD).
- 2.8. Association's Code of Conduct for team members to sign.

2.2. An official letter of congratulations is to be sent by the team manager to the team members. The team manager must, when requested, write letters to employers in order to inform them of the selection of their employee and asking that the necessary sports leave, where appropriate, be granted so that the employees can fulfil their team obligations. Where letters go out on a SABAA letterhead, they must contain SABAA contact details, being those of the President and Secretary. These must appear always at the top of the letterhead. The contact details of the team manager can be included just below his signature.

2.3. In the case of school-age junior members the team manager must inform the schools in writing of the success of team members and request that if team duties fall during the school term, that the school will grant leave to the team members to fulfil their team obligations.

2.4. Fundraising lists must be made available on request to team members by the team manager. Whether the sponsorship is to SABAA or being granted to the team as a whole, all payments must be channelled through in the SABAA's bank account. Please consult with SABAA's Treasurer in this regard. Sponsorships specifically obtained in respect of a team or individual will be used for that team or individual's specific requirements.

2.5. In the case of National and SASACC teams, a valid passport and identity document is a prerequisite to participate. These must accompany the application for the approval of the teams, regardless of whether the team is to participate locally or abroad. The same applies to Federation Teams participating in a foreign country. Where applicable, the team manager must ensure that

team members whose passport and identity documents are outstanding are received by him as soon as possible. Good quality copies of passports and identity documents are required. Poor fax copies may not be acceptable.

### 3. FINANCES

3.1. The manager may deposit, with the approval of the SABAA Treasurer and subject to certain requirements, fees in the official account of SABAA. A SABAA sub-account will be opened with the permission of the Treasurer in which team fees can be deposited. Under no circumstances may fees be paid into the personal account of the team management.

3.2. The manager must ensure that team members pay the prescribed team deposit of R1 000, as indicated on the trials nomination form, within 30 days after the announcement of the team. This money must be paid into the Association team account. A copy of the deposit slip must be sent to the SABAA Treasurer. Clear indications should be placed on the deposit slip showing the name and for which team the deposit is being made. Un-identified deposits will not be recognized by the Association as a legitimate payment and will be used as development funds.

3.3. Each team member will be responsible for their own fees and expenses. Unless decided upon at the Annual General Meeting of the Association no subsidy is granted to teams. Subsidies provided for international participation, received from the Department of Sport and Recreation South Africa and National Lotteries Board, will first be used to pay teams' registration for the international event, while the balance will be distributed on a proportional basis among team members.

3.4. A full budget must be compiled by the team manager and presented to team members. This budget must be reviewed constantly as more information and clarity on costs becomes available. After completion of the team's participation, a financial report must be compiled by the team manager and made available to the team members. Any surplus being paid back to the team members proportionally. After approval, the report must be forwarded to the SABAA's Treasurer. It is absolutely essential that this report is accurate and contains all the required information pertaining to the costs of the competition. Deadlines for the payment of funds by team members should be well in advance of the date that those funds are required for use.

3.5. In the case of National Protea and SASACC teams participating in the world championships, the Treasurer and the team management will assist with the payment of registration fees, provided that the funds required for this purpose have already been paid into the Association's nominated account. No funds will be advanced by the Association for teams for this purpose.

3.6. Team managers should note that before a bank will authorize the transfer of funds to another country, an invoice required on a letterhead from the hosts on which full details are given of the amount to be paid with the necessary banking details for deposit purposes. The International Coordinator will help teams to get the information.

### 4. DISCIPLINE

4.1. Withdrawal of team members must be dealt with in accordance with the SABAA team selection policy. In the event of any withdrawals all colours, certificates and awards of any nature whatsoever, will be returned to SABAA without any compensation. The team deposit will be forfeited if the

team member, other than for the reason of death or serious sickness of himself or a close relative, withdraws. The non-refundable deposit will be used to help cover the team's expenses.

4.2. The team manager must ensure that all sponsorship agreements are adhered to.

4.3. Discipline problems within the team must be dealt with according to the SABAA Dispute Resolution and Disciplinary Procedure Policy. All disciplinary aspects must be dealt with and communicated to the Chairman of the relevant Section/Discipline Committee.

## 5. LIAISON

In the case of international championships, should the team manager have any queries regarding the team's tournament arrangements he may make direct contact with the International Coordinator. In the case of local Association team tournaments, inquiries should be addressed directly to the Chairman of the Section/Discipline Committee or the International Coordinator. The invitation and/or team arrangements will, as soon as they are received, or been finalized, be given to the team manager.

## 6. TEAM PREPARATIONS

6.1. The team captain will research the conditions under which the team will participate in the tournament. This includes but is not limited to, the venue, angling methods, fish species, tackle, baits, etc.

6.2. The team captain is responsible for the organisation of the captain's clinics domestically and abroad. The purpose of these training clinics will be to ensure that the team is effectively prepared for competition. The effectiveness of these clinics can be increased with the use of recognised experts and by using training videos.

6.3. Where the Association does not have the necessary fishing equipment, the team captain must obtain the equipment through sponsorships and/or fund-raising and/or by borrowing or hiring of the equipment. Each team member will still be responsible for his tackle.

## 7. COLOURS

7.1. The SABAA Colours Official is responsible for the approval of National Protea Teams and SASACC teams with SASCOC. Where appropriate, the team manager shall as soon as possible, complete the necessary documents as defined in the applicable SASACC regulation and send it to the Colours Official. This is necessary for the Colours Official to complete the necessary application forms and/or check application forms and appendices for completeness. The documentation must be available at least 75 days before the team's departure or competition participation.

7.2. The following documents must accompany the application for colours:

7.2.1. SASCOC NC01 Form.

7.2.2. SASCOC NC02 Form.

- 7.2.3. Copies of Passports.
- 7.2.4. Copy of the host's invitation.
- 7.2.5. SABAA Declaration.

7.3. The Colours official is also responsible for the Association's clothing and colours policy. Team managers should, well in advance, contact the Colours Official in order to confirm the current rules relating to the fitting of clothing and placing clothing orders. All orders must be noted by the Colours Official. No colours may be purchased for the account of the Association. All orders are handled on a "cash with order" basis. The purpose of this process is to ensure standardized clothing, to ensure the compliance with sponsors' terms and in order to prevent unauthorized purchases. The manager may, with the consent of the Colours Official, make arrangements with the official supplier for any alterations required to the clothing.

7.4. All the National Protea Teams and Association teams' colours will be officially presented at the Association's annual National Colour Evening.

7.5. The team management must ensure that every team member signs the SABAA indemnity form which will exempt SABAA, the Executive Committee and/or the National Selection Committee of any liability and responsibility in respect of any accident, illness, loss of life or injury during any stage the individual represents South Africa or represents the Association.

## 8. TRAVEL ARRANGEMENTS

8.1. Travel arrangements and related issues are the responsibility of the team manager. Teams traveling by air, should preferably try to depart and return together in unified team apparel. Plane reservations should be made as far as possible in block form. It is important to note for overseas participation travel insurance is compulsory. The payment of the flight costs using credit cards provides free coverage in this regard.

8.2. Visas for visits are required by most countries. In order to obtain a visa proof must be provided of the following:

- 8.2.1. A valid passport which remains valid for at least a year after the return date.
- 8.2.2. A copy of the applicant's passport and identity document.
- 8.2.3. A recent full-colour passport photo.
- 8.2.4. The completed visa application form.
- 8.2.5. A copy of the return air ticket.
- 8.2.6. A copy of the flight schedule.
- 8.2.7. Proof of medical and accident insurance.
- 8.2.8. Bank acknowledgement and proof that the applicant has sufficient funds for their stay abroad.
- 8.2.9. In the case of a minor angler, it requires a letter from the parents or guardian, authorizing that the minor may leave the country – current legislation in this regard applies.

8.3. The manager must ensure that the South African Flag and National Anthem is obtained before the team's departure. The International Coordinator can be approached for this. Within twenty-one (21) days of the completion of the team's competition, they must be returned.

## 9. REPORTS

9.1. The team manager is responsible, within twenty-one (21) days after the completion of the team's participation, to compile a complete tournament report, including a financial reconciliation. This report must be distributed to the Convenor of the National Selection Committee, the Chairman of the relevant Section/Discipline Committee, the SABAA Secretary and the SABAA Treasurer.

9.3. The Team Manager and the Team Captain must together provide inputs for the compilation of the report. Certain specific details in the report must be provided by the team Captain. Both must sign off the report.

9.4. In addition to the Association's National Team Managers Report, the team managers of the Protea and SASACC teams are required to complete the "SASCOC/SASACC National Team Management Report" in accordance with the relevant SASACC regulations. The necessary blank "Team Management Report form" will be included in the documents received from the Chairman of the relevant Section/Discipline Committee. Team Managers of Association Teams must complete the Association Team Management Report.

9.5. The Team Manager must also ensure that each team member (including the team manager and captain) complete a tournament-evaluation form and this evaluation form, sealed in an envelope, must be submitted together with team manager's report to the Chairman of the relevant Section/Discipline Committee.

## 10. TEAM CAPTAIN

10.1. The Team Captain will be expected to:

- 10.1. Be on time for all team practices and team functions (at least 5-10 minutes early).
- 10.2. Continuously promote a positive attitude and positive team interactions.
- 10.3. Be a positive role model concerning commitment, intensity, confidence, response to mistakes, composure, hustle, and a "team first" focus.
- 10.4. Help settle team conflicts and be willing to confront any issues and hold teammates accountable for their behaviours.
- 10.5. Work closely with and be the "point-person" for the non-traveling head coach.
- 10.6. Encourage and support all teammates.
- 10.7. Lead the team throughout the season (in good- and bad-times).
- 10.8. Perform other related team duties.
- 10.9. Find ways to encourage participation by teammates who by nature are less inclined to be part of the team ethos.
- 10.10. Be responsible for the compiling of the team's angling strategy.
- 10.11. Help to settle disagreements among teammates.
- 10.12. Assign other routine tasks, such as sorting equipment or preparing for practice, making sure he leads by example.

## 11. TEAM MANAGER

The Team Manager will be expected to:

- 11.1. Equipment/Tackle/Apparel

- 11.1.1. Source suppliers for specialised team equipment.
- 11.1.2. Order Team Apparel from Official supplier(s).
- 11.1.3. Coordinate distribution of apparel.
- 11.1.4. Source equipment management, transport and security.
- 11.1.5. Review equipment usage and recommend modifications for future teams.

11.2. Financial Management

- 11.2.1. Prepare a detailed budget for the participation of the team for approval.
- 11.2.2. Keep records of finances (income and expenditure).
- 11.2.3. Organise and document any cash advances.
- 11.2.4. Organise and document any Credit Card Expenditure.
- 11.2.5. In conjunction with the SABAA Treasurer, follow up on outstanding payments due by team members.

11.3. Logistics

- 11.3.1. Coordinate any special freight requirements, including customs clearances and transportation.
- 11.3.2. Advise the Federation/Association of any difficulties experienced with transport.

11.4. Media

- 11.4.1 Assist the Federation/Association with the preparation of pre-tour media releases, where required.
- 11.4.2. Assist in providing advice to team members on how to handling media attention.
- 11.4.3. Assist in arranging any meetings between anglers and any media personnel after approval by the Team Captain.
- 11.4.4. Provide media reports to the Federation/Association for distribution.
- 11.4.5. Advise Federation/Association of any issues relating to the media.
- 11.4.6. Be responsible for media liaison and be the central point regarding team related media aspects.

11.5. Medical

- 11.5.1. Report any known injuries to the Team Captain.
- 11.5.2. Monitor angler's use of medications to ensure that they do not breach anti-doping regulations.
- 11.5.3. Advise the Federation/Association of any issues relating to medical conditions and/or drug testing.

11.6. Planning Meetings & Reports

- 11.6.1. Provide team planning & traveling information, assistance to team members and personal counselling as requested from time to time.
- 11.6.2. Distribute team member questionnaires to the team for completion at the end of the tour.
- 11.6.3. Provide post tour report to the Federation/Association.

11.7. Protocol

- 11.7.1. Ensure that at all times members of the team are aware of their ambassadorial role – no matter at what level they are competing, they are representatives of a club, province or country.
- 11.7.2. Ensure attendance by the team or appropriate representation at official ceremonies.
- 11.7.3. Ensure team members are aware of dress protocols for official functions and interaction with the media.
- 11.7.4. Ensure team members are aware when any VIP/media representatives will be in attendance.
- 11.7.5. Coordinate/supervise arrival/departure arrangements for the team or individual angler's attendance at functions.
- 11.7.6. Monitor the behaviour of the team at all times.
- 11.7.7. Attend all Team Manager's meetings during competitions.
- 11.7.8. Advise Federation/Association of any issues in relation to protocol.

11.8. Risk Assessment

Determine the safety risks involved with certain action, for example is it safe to book into a hotel in the middle of a perhaps dangerous area or to use a particular bus or taxi if the manager deems it to be un-roadworthy etc.

11.9. Disciplinary Matters

- 11.9.1. Bring any disciplinary matters and how they have been dealt with to the attention of the Federation/Association at the earliest opportunity.
- 11.9.2. Provide a written report on any disciplinary matters to the Federation/Association immediately on return from the tour.

11.10. Team Accommodation

- 11.10.1. Determine accommodation requirements for the tour and make appropriate bookings.
- 11.10.2. Monitor the team's accommodation and report any damage to, or issues with, the accommodation to the Federation/Association.
- 11.10.3. Advise the Federation/Association of any problems relating to team accommodation.

11.11. Travel and Transport

- 11.11.1. Ensure all necessary arrangements are made for travel during the tour. This includes visas, travel insurance and vaccinations.
- 11.11.2. Keep all team members advised of all travel arrangements made relating to the tour.
- 11.11.3. Ensure all equipment freight requirements are confirmed with the carrier.
- 11.11.4. Ensure complete packing documentation is made prior to departure for Customs checks when any equipment is to be returned to SA.