

# TEAM MANAGERS

THE GUIDE

All You Need to Know

AQUATIC SPORT | VERSION 1 | 15 SEPTEMBER 2021



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## TEAM MANAGER

### The Role of the Team Manager

Team Managers play an integral part of a club's administration and the smooth operation of surf sport events. It is essential for Team Managers to liaise with competitors to help them perform safely and at their best. This guide will hopefully provide you with the knowledge and skills required to perform well as Team Managers.

#### Specific Roles:

- Planning, organising and administration for the club's aquatic sport related activities
- Communicating between club personnel, athletes, volunteers, parents, Life Saving Victoria and others
- Carnival specific responsibilities:
  - Ensure athletes hold required awards
  - Complete team entries
  - Ensure volunteer ratios at carnivals (e.g. officials, water safety, powercraft) are met
  - Compliance with Code of Conduct/Child Safety/Member Welfare
  - Attend Team Manager meetings
- Understanding policies, sport local rules and the SLSA Surf Sport Manual
- The key liaison between all levels of the team and relevant team officials
- Selecting quality personnel to fill supporting roles within the team
- Facilitating the writing of a detailed report at the completion of competition
- Act as the lead spokesperson and representative for the team
- Providing a safe, supportive and enjoyable sporting experience for the team and all involved with it
- Promote the culture and history of the club or sport and the various aspects of being a good sport

In short, a well organised Team Manager will assist a club with the smooth transition into Surf Sport competition and is vital in pulling all requirements and personnel together. It is not an easy role and there are many facets to it. Communication is key and being in touch with all information and development activities provided by LSV Aquatic Sport will certainly assist you in your role.

## Planning

<i>Budgeting</i>	The Team Manager will be either allocated a budget by the club for the team while in competition or will be charged with the overall development of a budget. The budget will vary depending on what competition you attend and the number of athletes competing.
<i>Catering</i>	The Team Manager in consultation with the coach will be charged with organising catering in some instances. For some carnivals it may need to be only lunch provided but when touring with a team it could also include breakfast and dinner.
<i>Discipline of Team Members</i>	A clear process and understanding of what disciplinary actions will take place if an athlete/parent/management does not follow the rules set out by the Team Manager/Club/LSV.
<i>Competition Entries</i>	All athletes must be entered into the competition before they can compete. A Team Manager must enter these themselves, or if delegated to another person/s, must check that athletes have been entered into the correct carnival/event/age group and by the due dates.
<i>Equipment</i>	For some events, competitors equipment will be needed to be transported to a different location. This sometimes can take weeks of planning, so it is crucial as a Team Manager you ensure you know your team's gear is going to arrive at the competition. You may need to organise relevant club gear that is required, a trailer or if travelling interstate, possibly a container and shipping requirements.
<i>Travel</i>	All travel arrangements need to be planned in advance. Some competitions require interstate travel and some just require going to the next beach. As the Team Manager you are responsible to know how each athlete is travelling to the competition and you may be required to organise transport from your club to the competition. By setting up a clear plan, athletes understand what is expected of them from the start
<i>Uniforms</i>	Some competitions might require a team uniform that clearly identifies which club they belong to. It is your responsibility as a Team Manager to know what the team will be wearing and to allocate the clothing appropriately.

## Team Manager Position Description

What duties do you think you will perform?

This will vary between Team Manager roles, the athletes you are working with and even between different events. A position description should be agreed upon with your reporting organisation (your club or state organisation) before commencing your duties. To assist with this, see an example here: <https://lsv.com.au/wp-content/uploads/Team-Manager-Job-Description-Template.pdf>

Primary Objective:

- To ensure efficient and effective management of the team

### Key Responsibilities:

Administration

- Coordinate the planning process including relevant schedules
- Coordinate and undertake with other key team officials key aspects of planning
  - ✓ Budget
  - ✓ Catering
  - ✓ Competition protests and appeals
  - ✓ Completion of medical details/released to allow medical treatment in case of emergencies
  - ✓ Discipline of team members
  - ✓ Entries
  - ✓ Equipment
  - ✓ Travel Arrangements
  - ✓ Uniforms
- Maintain overall team control whilst team is travelling and competing
- Act as an effective liaison between all levels of the team and relevant team officials
- Take an active role in the selection of quality personnel to fill supporting roles within the team (e.g. assistant team managers/age managers etc)
- Facilitating the writing of a detailed Team Managers report at completion of the competition or tour
- Act as the lead spokesperson of the team

## Personal Attributes

- Highly motivated and energetic
- Leadership and empathetic qualities
- A passion for success and sporting achievement
- Understanding of and empathy with the surf lifesaving environment
- Approachable with good communication skills
- Action orientated and results driven
- Personal honesty and integrity

## Key Skills

- Experience in managing people successfully
- Risk Management (being responsible for the wellbeing of the group)
- Keeping accurate records for both competition and administration
- Demonstrate leadership skills
- Demonstrated ability to think logically
- Exceptional interpersonal and communication skills
- Interacting with key stakeholders
- Ability to work within and across a wide range of organisations
- Strong networking skills
- Ability to manage time effectively and plan accordingly
- Demonstrated planning and project management skills
- A creative problem-solving capability
- Ability to identify and implement improvement opportunities
- Willingness to learn and being receptive to new ideas and concepts

## AREAS OF IMPORTANCE

### Fair Play

Fair play and overall good sporting behaviour cannot be left to chance and requires planned and assertive action. These are important principles for a Team Manager to be aware of to ensure each member of the team is aware of their team responsibility.

Most of all Team Managers need to role model good sporting behaviour, they must ensure sport is safe and fair for their entire team by having:

- Respect for other competitors
- Respect for all other team members and support personnel
- Respect for all officials and coaches
- Respect for the rules
- No religious, political or other influences

### Code of Conduct

SLSA, LSV and Life Saving Clubs expect and requires from its competitors, officials and members generally, the highest standards of conduct and behaviour.

These expectations and requirements are reflected under the rules for competitors and members in the SLSA/LSV/Club constitutions, by-laws, Codes of Conduct, Member Protection Policy and Surf Sports Manual.

All members sign and agree to meeting SLSA and LSV values and code of conduct as part of their annual membership, these Values and Codes guide and govern the behaviours of all members.

Team Managers must ensure all members, athletes, officials, coaches, age managers, parents are shown the Code of Conduct and have read and understood the document,

[Code of Conduct](#)

### Child Protection

Life Saving Victoria is committed to the Safeguarding of Children and Young People (SCYP) and acknowledges a safeguarding organisation doesn't just happen; it requires conscious action to protect children from harm.

It is imperative that we provide a safe and supportive environment for children and young people, that focuses on fun, education and building the confidence of our people through positive learning and development.

LSV's core values include being open, welcome and inclusive and building stronger and safer communities for everyone. LSV empowers and expects all employees, members, board

members, affiliated Clubs, consultants, contractors and licensees, to create and maintain a safe culture for children and young people.

LSV is committed to reducing the risks of abuse and harm to children and young people, and will ensure all staff; members, affiliated Clubs, consultants, contractors and licensees understand and adhere to the SCYP Policy and Procedure, relevant legislation, and statutory requirements.

LSV behaviour guidelines can be found here - [Life Saving Victoria Safeguarding Children and Young People Behavioural Guidelines](#).

Further safeguarding children and young people resources can be found on the LSV website - <http://lsv.com.au/clubs-members/support/member-welfare/>

## Safety/Risk Management

Aquatic Sport has developed a Sports Safety Handbook [CLICK HERE](#). Please ensure that you read relevant sections and are aware of your responsibilities as Team Manager on the beach if an incident occurs.

Team Managers have a Duty of Care and are responsible for the health and wellbeing of members, particularly when travelling with a team. Team Managers should be prepared and have documentation pertaining to athletes, such as medical details, allergies, next of kin or guardian details. Medical Incident reports should be completed for any incidents that occur while a team is away. [CLICK HERE](#) for a Medical Incident Report Template.

## Performance Enhancing Drugs & Sport Integrity Australia

Team Managers have a responsibility to ensure their athletes understand the current anti-doping policy and know how to get up to date information on banned substances quickly. Visit <https://elearning.sportintegrity.gov.au/totara/dashboard/index.php> for information on the Sport Integrity Australia (SIA), performance enhancing substances and testing protocols.

Sport Integrity Australia works with sports, athletes, support personnel and government entities to provide a comprehensive anti-doping program focused on three fundamental pillars: engagement and partnerships, intelligence, and education and awareness.

For athletes competing at National and World Championships, there is a chance that they may be drug tested at these events. Ensure athletes have completed the online SIA Courses (Clean Sport 101 & Anti Doping Fundamentals) to understand what substances are prohibited and how to check what are in the supplements they may be taking. It is important that all management personnel including coaches work through these courses. Once completed certificates can be emailed to [sport@lsv.com.au](mailto:sport@lsv.com.au) to be added to Surfguard records.

# Applying the Rules of Surf Life Saving

## SLSA Surf Sport Manual

Team Managers need to have detailed knowledge of the rules and relevant policies of Surf Lifesaving.

The Surf Sport Manual (SSM) is the rule book for all SLSA competitions. Everything that a Team Manager needs to know re Surf Sport Competition is contained in this manual. The SSM can be updated a couple of times each year. You can find the current version online [HERE](#). Or you can download the SLSA App and have the manual with you all the time on your phone or iPad.

You should have a copy of the current Surf Sports Manual (SSM) with you at all events. All updates to the manual are released via bulletins and it is important prior to attending any competition you check that the manual is current.

Other important manuals that govern surf sports are:

[R&R Competition Manual](#)

[RLSSA Competition Handbook](#)

[ILS Competition Rule Book](#)

## Protests and Appeals

Team Managers and relevant personnel should make themselves aware of the Protest and Appeal procedure that applies to the event. A handy hint when arriving at the venue is to ensure you have cash available for and have printed copies of the Protest Form.

- A Team Manager or their representative is the only person eligible to lodge a protest.
- The competition liaison officer will assist with completing the necessary forms.
- If a club wants to proceed to the appeal process, then this must be accompanied by a cash fee, so ensure you have petty cash available. The fee is non-refundable if dismissed.
- When presenting a case to the appeals committee keep your cool and deliver the facts, the athlete may also be present to assist with information at the appeal committee's discretion.
- Make sure that parents and supporters DO NOT approach officials with protests.

Further information re protests and appeals can be found in the relevant competition manuals.

## Disciplinary Hearings

Disciplinary matters at LSV and SLSA events will be dealt with as defined in section 14.5 in the Surf Sports Manual. Ensure you familiarise yourself with the process that is relevant for the event.

## LSV CARNIVALS

### Carnival Calendar

The carnival calendar can be found on the LSV Website here: <https://lsv.com.au/2021-2022-lsv-aquatic-sports-carnival-calendar/>

The calendar contains all events run by LSV, circulars for each event the carnival programs and the results.

### Club Led Carnivals

LSV supports all clubs wishing to conduct their own carnival.

All the information you will need can be found here: <https://lsv.com.au/hosting-an-aquatic-sport-carnival/>

### COVID Safe Club Aquatic Sport Guide

This guide includes but is not limited to:

- A step-by-step process of running an intra-/inter-club COVIDSafe event, inclusive of plans and protocols needed to be met to limit the spread of COVID-19
- Guidelines of areas for consideration and program variations
- Roles and responsibilities of those involved in the program.

<https://lsv.com.au/wp-content/uploads/COVIDSafe-Club-Aquatic-Sport-Guide-V1.pdf>

REMEMBER: Safety is vital and key officials must be in place (i.e. Accredited Carnival Referee/SEMC/ARRO's)

### COVIDSafe Protocols

COVID-19 has had a substantial impact on the way we conduct carnivals and any aquatic sport activity. For all resources, please [CLICK HERE](#).

### Circulars

Club Circulars are released each Wednesday and contain essential information and announcements for clubs and members from Life Saving Victoria (LSV). LSV encourages all members in club leadership positions to sign up to receive Circulars and share relevant information within their club. Information regarding any Aquatic Sport event will be communicated via circulars, it is important that Team Managers subscribe to receive these. [CLICK HERE](#)

## Handbooks

There are Team Managers and Officials Handbooks for the following:

- Junior Summer Season
- Senior Summer Season
- IRB Season
- Pool Lifesaving Season

Please ensure that you have a copy of the relevant handbooks, these contain all the local rules and information pertaining to competition. **If you have a question - check the handbook.**

All handbooks can be found [HERE](#).

## Entries

Each competition has a separate Entry Circular that will clearly outline the following:

- How to enter
- Process of entries
- When entries are open
- When entries close
- The cost to enter the competition
- Competition times/venues and any other pertinent information related to the event

Entries for LSV carnivals are made via SportApp (the online entry system) for the following disciplines:

- Summer season
- Surfboat competitions
- IRB season

Be organised and do not leave entries to the last minute. Issues may and do occur, e.g. athlete doesn't have competition rights with the club, doesn't have correct award, technical issues etc.

A suggestion that may help – develop your own online Google sheet that can capture entry information from each athlete (e.g. list the carnivals, dates, events and even set up an area to capture officials and volunteer availability. Also add a link for payment details). Send the Google sheet link to all athletes and volunteers via email and distribute it via your social media channels too – close off entries a week prior to the closing date of LSV entries. This will give you a collated list of athletes, what carnivals and events they are entering. You also have a week to organise teams/officials/powercraft and water safety volunteers.

## SportApp

The app can be accessed via the following link - <https://sportapp-entries.lsv.com.au/>

Instructions on how to use the system can be accessed via the website here:

<https://lsv.com.au/sportapp/>

### User Access:

The clubs' Team Manager must be allocated in SurfGuard. Up to four (4) Team Managers from each club can be nominated for each of these roles (Junior or Senior). This can be completed in the Officers' section under Organisational Management – [CLICK HERE](#) for information on how to set up.

Entries close generally a week before the competition (two weeks before State Championships). Check the relevant Handbook or Circular for closing dates. **NO LATE entries will be accepted.** If you have issues with entries, then use the help button in SportApp or email [sport@lsv.com.au](mailto:sport@lsv.com.au) before entries close. If an email is received after entries close it will not be accepted.

There are **NO SCRATCHINGS** on the day of competition. There will be no refunds for scratched competitors.

Entries for LSV Pool Lifesaving Carnivals are made via Meet Manager.

[CLICK HERE](#) for documentation on how to set up Meet Manager Lite and how to complete entries for Pool Lifesaving Competition.

## Club Requirements

It is the Team Manager's responsibility to ensure that all club requirements are filled for a carnival, these include officials ratios, water safety ratios, powercraft rosters, set up and pack up rosters. There are sanctions and penalties that apply if a club does not meet its requirements.

## Officials

Clubs must supply accredited officials based on the ratios for that competition (see Team Managers and Officials Handbooks) to ensure the safe and smooth conduct of carnivals. Team Managers must ensure that all officials are aware of their obligations for the day.

Team Managers must provide names of officials via the rostering system in SportApp by the day after the close of entries. SportApp will calculate the number of officials required by the club based on the number of participants entered for the carnival. Officials' numbers are based on entries, if competitors pull out after entries close, the number of officials required will stay the same and will not be reduced.

Clubs are also encouraged to supply as many accredited officials as they desire. Let officials volunteer even though you have met ratios. Carnivals provide valuable experience for officials, it gives them a chance to try different roles and also provides points towards their reaccreditation.

## Water Safety

Clubs must supply suitably qualified Water Safety Personnel to meet the clubs ratios. Each water safety person **must bring to carnivals an orange rashie, a water safety board and a water safety tube.**

Please advise all water safety personnel that the shifts commence in an area when the water events commence (this may not be at 9am). Each water safety person must attend a briefing with the ARRO in their relevant area before the carnival commences.

Team Managers must provide names of water safety via the rostering system in SportApp by the day after the close of entries. SportApp will calculate the number of water safety required by the club based on the number of participants entered for the carnival. Water safety numbers are based on entries, if competitors pull out after entries close, the number of officials required will stay the same and will not be reduced.

## Powercraft

All clubs will be given the opportunity to complete a survey advising what carnivals the club can and cannot provide powercraft personnel for. This will be emailed to all Team Managers a few months before the season commences. Please ensure the survey is completed. Failure to do so may result in the club not receiving its preferences.

Powercraft rosters are finalised and sent to clubs before the competition season. It is important the Team Managers read the rosters and plan ahead for the season. Do not leave it to the last minute to find personnel to cover shifts. A club will need to provide a qualified IRB Driver and an IRB Crew person for each shift.

Names of each IRB Driver and IRB Crew person must be added to SportApp by the day after the close of entries. Please only add the names of the personnel attending the carnival.

Club crews **MUST** provide their own **lifejackets** and sufficient gear and clothing for all types of weather. Crews who report to the Powercraft Coordinator not suitably prepared for the conditions will be requested to return with appropriate clothing and PPE or find a suitable alternative.

## Set Up and Pack Down Personnel

Prior to the commencement of the season five clubs will be rostered per carnival for set up and pack down duties. Each club must supply three personnel. Once rosters are completed by LSV, they will be sent to Team Managers. Please ensure you start planning for personnel ahead of the season.

## Shallow Water Rescue Team

A Shallow Water Rescue Team (SWRT) shall be implemented for the duration of each carnival. Their function is to provide an immediate search and rescue capability when it has been reported that a competitor or official is missing in shallow water within the competition boundaries.

Each attending club will need to supply one volunteer who will form part of this team. Team Managers are required to submit their volunteer/s details who meets the following criteria by the Thursday prior to the carnival:

- 18 + Years old
- Bronze Medallion Proficient
- Competent in surf conditions
- Emotionally mature to handle Search and Rescue situations

## IRB Competition

The role of the Team Manager is a little more complex for IRB competition. There are several additional responsibilities regarding teams in the competition.

- Officials/First Aid personnel entered via Google Sheets
- Training Logs to be completed by an Accredited IRB Development Coach
- Equipment to be scrutineered and in good condition for competition (Motors/Boats/Propellers/PFD's & Helmets)
- Competition Draws checked
- Set up and Pack personnel organised for every competition

Important documents for IRB Team Managers:

[Training Log Summary Sheet](#)

[Gear & Equipment List](#)

[Hull & Compliance Check Record](#)

[IRB Competition Gear & Equipment Regulations](#)

[Outboard Motor & Propeller Guard Compliance Check Record](#)

[Propeller Safety & Compliance Check Record](#)

[SLSA Procedure IRB Outboard Motor Sealing](#)

[IRB Technical Specification](#)

[Fuel Safety & Compliance Check Record](#)

**Important:** Team Managers should keep a copy of any Motor Seal documentation with them at all competitions, in case they required for scrutineering. Keep originals of the documents in a safe place.

## Pool Lifesaving Competition

Pool Lifesaving Competition is generally conducted in the winter season. Both junior and senior competitions are regularly conducted throughout the season. Training sessions for U12 and above are generally held on Sunday evenings.

Team Managers must:

- Ensure that competition entries are submitted by close of entries via Meet Manager Lite
- Officials entered via Google sheets
- Set Up and Pack Personnel entered via Google sheets for every carnival
- Ensure all competitors understand what events they are competing in and ensure that they arrive at marshalling on time.

# PATHWAYS IN AQUATIC SPORT

## Aquatic Sport Disciplines

### Beach Events

- Beach Sprint
- Beach Relay
- Beach Flags
- 1km & 2 Km Beach Run
- Relays (1x 2km/Mixed)
- Belt & Reel
- March Past

### Water Events

- Surf Races
- Belt Races
- Rescue Tube Races
- Rescue Tube Rescue
- Wade Races
- Ski Races (Single/Double/Mixed)
- Board Races
- Board Rescue
- Iron events
- Taplin Relays
- Aqua Cameron Relays

### Surf Boat Rowing

A surf boat is an oar-driven boat designed to enter the ocean from the beach in heavy surf or severe waves. Clubs compete with a crew of four rowers and one sweep. In a race, the crew must row the boat 400 metres out to sea, then turn around their allocated buoy and return via a set of "Gate Cans" to the finish line.

LSV proudly works with the Victorian Surf Boat Rowing League (VSRL) to administer Surf Boat Rowing in Victoria.

## Rescue & Resuscitation

The R&R competition is one of the more traditional events at a surf carnival. It involves two, five or six person based teams performing a simulated rescue and resuscitation of a patient from the surf using the traditional belt and reel. It combines swimming, resuscitation skills, marching and drill with teams judged against set criteria. Depth of each team is tested, with each squad randomly drawing which element of the R&R they will have to perform.

## Inflatable Rescue Boat (IRB Racing)

IRB racing consists of a number of simulated rescue events, with the aim of improving lifesaver skills through competition.

Events include:

- Rescue Tube Race
- Mass Rescue Race
- Teams Rescue Race
- Surf Rescue Race
- Lifesaver Relay

## Pool Lifesaving

Pool Lifesaving builds confidence, teaches teamwork, and is perfect for those who want to add an extra dimension to their swimming during the winter months.

The events of Pool Lifesaving replicate common rescue techniques and include:

- Manikin Carry
- Manikin Tow
- Tube Tow
- Line Throw
- Rescue Medley
- Obstacle Race
- Super Lifesaver
- Simulated Emergency Response Competition.

## Lifesaver Events

Lifesaver Events are conducted to highlight skills that are involved in a rescue, resuscitation and first aid.

These events include:

- Champion Lifesaver
- Patrol Competition
- First Aid Competition

## Athletes

### Carnivals

Life Saving Victoria in conjunction with the clubs, conduct sport carnivals across the state. Engaging in regular competition is a great way to maintain skills and fitness as well as creating new friendships and developing camaraderie within and between clubs.

Prerequisites to be able to compete for your club:

- Be a financial member of a lifesaving club
- Be proficient in the award relevant to the age group they are competing in

### State Championships

The State Championships are the pinnacle of lifesaving competition in Victoria. At the end of each season State Championships are held. Members can showcase their skills that they have developed throughout the season across multiple disciplines.

Prerequisites to be able to compete for your club:

- Be financial member of a lifesaving club
- Be proficient in the award relevant to the age group they are competing in
- Satisfy the requirements under SLSA Policy 5.04 Proficiency and Patrol Hour Requirements for Competition Eligibility
- Participate in at least one (1) carnival throughout the LSV carnival season (excluding IRB competition)

### State Teams

The highest individual honour within the state is to represent Victoria against the rest of Australia. Life Saving Victoria's State Team athletes compete at several different interstate and friendly international competitions throughout the season.

Target Group Under 14+ to open ages depending on the discipline.

Further information can be found here: <https://lsv.com.au/clubs-members/sports/athlete-development/>

### Athlete Development Program

The Athlete Development Program is focused on and designed to complement and extend the skills of committed participants by allowing them to train with the best Surf Life Saving athletes in Victoria and to be coached by quality coaches outside of their normal club environment.

The 2021/2022 program will consist of two tiers:

- Sporting Excellence Program
- Winter Development Program

Further information can be found here: <https://lsv.com.au/clubs-members/sports/athlete-development/>

## Australian Championships

The Australian Surf Life Saving Championships, known as 'The Aussies' are major events on the Australian sporting landscape.

Championships include:

- Australian Masters Surf Life Saving Championships
- Australian Open Surf Life Saving Championships
- Australian IRB Championships
- Australian Pool Rescue Championships
- Australian Youth Surf Life Saving Championships
- RLSSA Pool Lifesaving Championships

Team Managers will be required to submit entries for athletes for any of the above events. Ensure that you have access and are up to date with the process and closing date for entries.

Club entries to the Australian Surf Life Saving Championships must be submitted via the SLSA Sports Event Management System (SEMS). Instructions for entries can be found via the following [SEMS Guide](#).

Accessing SEMS:

To apply for SEMS access, complete and lodge a [Form49](#) with the SLSA IT Helpdesk and email to [sems@slsa.asn.au](mailto:sems@slsa.asn.au).

Logging into SEMS

URL: <https://sems.sls.com.au>

Team Managers will also be required be accredited for the Championships and to complete and submit an online Team Managers Declaration and Lycra Singlet order for competitors.

The online form requires Team Managers to provide the following details:

- Team Manager contact details
- Assistant Team Manager names
- List of powercraft roster main contact
- Location of club accommodation & approximate numbers staying there
- Club Lycra singlet requirements and sizes
- Agree to all terms outlined in the Team Manager declaration.

## Officials

Team Managers need to ensure that their club have adequate Accredited Officials for competition.

Officials Accreditation Levels:

- Core Official (not recommended for LSV competitions)
- Technical Official
- Senior Officials

[CLICK HERE](#) to view the process to becoming an Accredited Official. This document should be provided to all members before commencing the officials online modules. The process involves both online course modules and a face to face practical assessment.

Practical assessments are held at LSV carnivals throughout the competition season. These can be booked into once a member has completed all online modules.

For further information on Officials [CLICK HERE](#).

[Carnival Role Descriptions](#)

## Coaches

All clubs have an obligation to ensure that all coaches are accredited. They provide the best learning and development opportunities coaches must keep their accreditation up to date and continue to upskill themselves in the current coaching techniques/safety protocols and obligations.

Coaches Accreditation Levels:

- Foundation Coach
- Development Coach
- Performance Coach

[CLICK HERE](#) to view the process to becoming an Accredited Coach.

For further information on Coaches [CLICK HERE](#).

## Age Group Managers

Team Managers cannot do everything alone – any successful team will have a number of suitably qualified Age Group Managers to assist with the management of the team and importantly coordinate relevant age groups on competition day.

Age Group Managers are essential in:

- Care, safety and wellbeing of junior competitors
- Play a fundamental role in organising and ensuring their team is set for the days competition. Ensuring the athletes are prepared for competition, have their correct uniform and cap, make changes to team, ensure athletes get to marshalling on time, look after, record results and ensure the wellbeing of all athletes.
- Facilitate the development of the athletes and team

## RESOURCES

Further Aquatic Sport Resources that will assist you in your role can be found here:

<https://lsv.com.au/clubs-members/sports/general/>

## AQUATIC SPORT – WHO TO CONTACT

Aquatic Sport Department – 03 9676 6957 – [sport@lsv.com.au](mailto:sport@lsv.com.au)

**General Manager** **Kate Simpson**

<i>Aquatic Sport Manager</i>	<b>Simon Butterly</b> Policy/Processes/Event Management <a href="mailto:Simon.Butterly@lsv.com.au">Simon.Butterly@lsv.com.au</a>
<i>Development Support Officer</i>	<b>Sharon Rich</b> Officials/Coaches/Volunteers/Rosters/Sport Development <a href="mailto:Sharon.Rich@lsv.com.au">Sharon.Rich@lsv.com.au</a>
<i>Sport Event Officer</i>	<b>Brook Reynolds</b> Carnival Management/Entries/Equipment <a href="mailto:Brook.Reynolds@lsv.com.au">Brook.Reynolds@lsv.com.au</a>
<i>Sports Event Coordinator – Summer Sports</i>	<b>Vacant</b>
<i>Sports Event Coordinator – Winter Sports</i>	<b>Vacant</b>
<i>Development Support Administrator</i>	<b>Vacant</b>