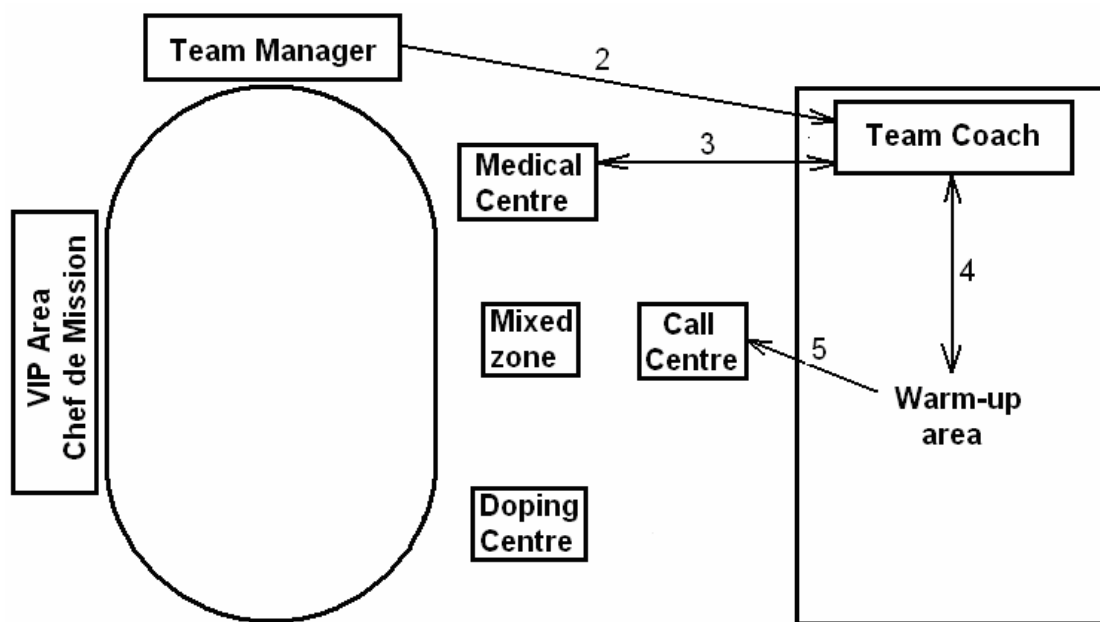


Team Management monitor movement of athletes during competition



Team Coach monitor movement of athletes during competition

3. HEAD OF DELEGATION

- 3.1. The Head of Delegation will be the President of the Athletics Federation or a delegate appointed by the President.
- 3.2. The President or Delegate is the head of the delegation and report only to the Athletics Federation's Board.
- 3.3. The President or Delegate is the only official representative at the meeting.
- 3.4. The President or Delegate will attend all official functions and will represent the Athletics Federation at these functions.

4. EXECUTIVE MANAGER

- The Executive Manager report only to the Head of Delegation.

- All Managers and Coaches report to the Executive Manager.
- No interference from outside should be allowed.

4.1. RESPONSIBILITIES

In collaboration with the Athletics Federation's Administration Department the Executive Manager will:

- 4.1.1. Order correct quantity and sizes of attire for athletes from official suppliers well in advance.
- 4.1.2. Monitors progress of suppliers of attire on a regular basis.
- 4.1.3. Ask suppliers to be at team meeting to exchange clothing if needed.
- 4.1.4. Ensure the availability of a tailor at the team meeting where the clothing is issued to alter clothing if needed.
- 4.1.5. Book and confirm bookings for accommodation.
- 4.1.6. Arranges for accommodation of athletes' personal coaches to stay in the same hotel. This should be done on merit.
- 4.1.7. Confirms where and when the official functions will take place.
- 4.1.8. Provide for team transport to and from stadium. Transport must suit the needs of the athletes.
- 4.1.9. Collects airline/bus/train tickets to venue.
- 4.1.10. Arranges for a budget to cover unexpected expenses.
- 4.1.11. Prepares letter to all team members, explaining the following:
 - 4.1.11.1. Place of competition
 - 4.1.11.2. Programme
 - 4.1.11.3. Travel arrangements
 - 4.1.11.4. Function arrangements
 - 4.1.11.5. Attire
 - 4.1.11.6. Athletes already in possession of colours must bring this along
 - 4.1.11.7. Time and place that team come together
 - 4.1.11.8. Any additional instructions

4.2. GENERAL

- 4.2.1. Requests full team attendance including managers and coaches at pre-arranged times.
- 4.2.2. Provides for a team notice board.

4.3. ON ARRIVAL AT ACCOMMODATION

- 4.3.1. Organize at the residence for a room where a meeting can be held with all team members.
- 4.3.2. Find out where the technical meeting is held and arrange with the chief coach to attend the meeting with the Executive Manager.

4.4. TEAM MEETING

- 4.4.1. Act as Chairperson and co-ordinate feedback of Team Managers, Team Coaches and Athletes.
- 4.4.2. The managers deal with all outstanding administration.
- 4.4.3. All the technical information gained at the technical meeting is discussed with the athletes.
- 4.4.4. Management and coaches agree before the meeting who will talk about what. The executive manager will indicate when somebody is talking on his / her behalf during the meeting.
- 4.4.5. Prepare for the technical meeting.
- 4.4.6. Discuss technical report of coaches. (See list under coaches' preparation or technical meeting).
- 4.4.7. Discuss the time of the next meeting after the technical meeting with all team members.

4.5. MEETING WITH THE ENTIRE TEAM AFTER THE TECHNICAL MEETING

- 4.5.1. Discuss the timetable of the meeting.
- 4.5.2. Confirm travel arrangements.
- 4.5.3. Discuss all points of importance as indicated during the technical meeting.

4.6. DURING MEETING

- 4.6.1. Be alert, together with the Team Manager and Team Coaches, for potential problems e.g. injuries, draws, heats, etc.
- 4.6.2. If necessary make appeal on behalf of the team members.
- 4.6.3. In collaboration with the chief coach, do placing of the relay team, based on results of the day.
- 4.6.4. Keep record of medals that were won, as well as any results that may be wrong.
- 4.6.5. If any disciplinary action is necessary, organize a meeting with the relevant manager, coach and captains.

4.7. AFTER COMPLETION OF THE COMPETITION

- 4.7.1. Prepare technical report in collaboration with the entire Team Management.
- 4.7.2. Collect a complete set of result of the meeting.
- 4.7.3. Check if the account for the residence is paid, and check all rooms before the team leave.
- 4.7.4. Hand the report and all relevant information over to the CEO/General Manager.
- 4.7.5. Collect the reports of the managers and coaches and prepare an official technical report and give it to the CEO/General Manager within a month after returning to South Africa. The report must include:
 - 4.7.5.1. A copy of the results of the meeting.
 - 4.7.5.2. A technical report, which includes the reports of the managers and coaches.
 - 4.7.5.3. A report on the involvement of the Athletics Federation office.
 - 4.7.5.4. Suggestions where improvements must take place, if any.

5. TEAM MANAGERS

The Team Managers report to the executive manager.

5.1. RESPONSIBILITIES

Collect numbers and sizes of attire of athletes e.g. jackets, tracksuits, vests, bags, etc. directly after the team is announced.

5.2. AT THE TEAM MEETING

- 5.2.1. Give letter to all members explaining all details
- 5.2.2. Give airline tickets to team members
- 5.2.3. Issue attire to all athletes and confirm sizes
- 5.2.4. Organize a team photo

5.3. ON ARRIVAL AT ACCOMMODATION

- 5.3.1. Organize with the help of the coaches that athletes arrive safely at residence.

5.4. TEAM MEETING

Get all the athletes together in the meeting hall and discuss the following:

- 5.4.1. Room numbers - ensure everybody is happy with the room they stay in and adjust if necessary.
- 5.4.2. Check all attire
- 5.4.3. Discuss meal arrangements
- 5.4.4. Discuss training arrangements
- 5.4.5. Discuss all details with regard to competitions, functions and travel arrangements
- 5.4.6. Organize a team photo
- 5.4.7. Issue all instructions, preferably in writing
- 5.4.8. Appoint various committees e.g. discipline, travelling, training, etc.
- 5.4.9. Discuss financial arrangements with representative of Athletics Federation Board.
- 5.4.10. Organize travelling from:
 - 5.4.10.1. Airport to place of stay
 - 5.4.10.2. Place of stay to airport
 - 5.4.10.3. Place of stay to function and back

- 5.4.10.4. Place of stay to training
- 5.4.10.5. Place of stay to competition
- 5.4.10.6. Competition to place of stay
- 5.4.11. Collect all the team member's air tickets for the next flight. Make block bookings.
- 5.4.12. Discuss place of stay arrangements of non-team members e.g. personal coaches, family. Handle on merit.

5.5. DURING MEETING

- 5.5.1. Be alert, together with the team coaches, for potential problems e.g. injuries, draws, heats, etc.
- 5.5.2. If necessary advise the Executive Manager to make appeal on behalf of the team members.
- 5.5.3. Keep record of medals that were won, as well as any results that may be wrong.

5.6. AFTER COMPLETION OF THE COMPETITION

- 5.6.1. Prepare technical report in collaboration with the coaches.
- 5.6.2. Ensure all team members have transport back home.
- 5.6.3. Hand the report and all relevant information over to the Executive Manager.

6. CHIEF COACH

Normally the Director of Development or Coach nominated by Director of Coaching and approved by the Athletics Federation Board.

6.1. REPORT TO

- 6.1.1. The Head of Delegation on team selection and non-team matters
- 6.1.2. The Team Managers on all matters except selection

6.2. RESPONSIBLE FOR

- 6.2.1. Directing the preparation and coaching of the team/group
- 6.2.2. Appraising competition venue prior to the technical meeting and advice management on problem areas.
- 6.2.3. Coordinating the work of the team of coaches
- 6.2.4. All coaching/technical/tactical matters
- 6.2.5. Preparing material for the technical meeting
- 6.2.6. Preparing a technical report on the competition
- 6.2.7. In collaboration with the team manager, do placing of the relay team, based on results of the day.

6.3. PREPARING FOR THE TECHNICAL MEETING

The chief coach, in consultation with team coaches, prepares a list of technical notes for the managers. These notes must be discussed with the managers prior to technical meeting. This must include:

- 6.3.1. Lane draws, jumping / throwing orders
- 6.3.2. Starting heights and adjustments
- 6.3.3. Whose implements require checking
- 6.3.4. Program re-scheduling
- 6.3.5. Team changes
- 6.3.6. Any relevant medical certification information
- 6.3.7. Technical points after appraisal of stadium with athletes
- 6.3.8. Need for lap times / splits etc.

6.4. TECHNICAL MEETING

The Executive Manager is the only official representative at the technical meeting. The Team Managers and Chief Coach must assist the Executive Manager by supplying relevant information when needed.

6.4.1. CONFIRM:

- 6.4.1.1. Additional competitors should be agreed on
- 6.4.1.2. Lanes, order of participation and numbers of athletes
- 6.4.1.3. Starting heights and increments
- 6.4.1.4. Procedure for control of implements
- 6.4.1.5. Final calls prior to event
- 6.4.1.6. Ceremonies
- 6.4.1.7. Drug control procedures
- 6.4.1.8. Warming up areas
- 6.4.1.9. Language of announcements
- 6.4.1.10. Reading of lap times
- 6.4.1.11. Correctness of athletes' numbers
- 6.4.1.12. Program-correctness
- 6.4.1.13. Approval of medical certificates
- 6.4.1.14. Number of officials in arena
- 6.4.1.15. The athletes' seating - protection against weather
- 6.4.1.16. Transport arrangements to and from stadium
- 6.4.1.17. Where and when refreshments will be available
- 6.4.1.18. What the combined events athletes do between events
- 6.4.1.19. Problem areas in the marathon and walk routes.

6.4.2. GENERAL POINTS

- 6.4.2.1. Carry the relevant rulebook.
- 6.4.2.2. Obtain a competition program and check for conflicts on the program.
- 6.4.2.3. Allocate duties to team coaches.
- 6.4.2.4. Advise management on travel arrangements of athletes.
- 6.4.2.5. Request full team meetings with managers at pre-arranged times.
- 6.4.2.6. Arrange briefing meeting(s) for team coaches.
- 6.4.2.7. Give additional training where appropriate.
- 6.4.2.8. Responsible for coaching items on team notice board.
- 6.4.2.9. Check transport times from accommodation to and from the competition venue and duration of journey.
- 6.4.2.10. Help management to establish transport routine from and to competition.

7. TEAM COACH (MEN OR WOMAN)

Report to the Chief Coach.

7.1. RESPONSIBLE FOR

- 7.1.1. Appraising competition venue together with the Chief Coach prior to the technical meeting and advice management on problem areas.
- 7.1.2. Equipping the chief coach with specific information for the technical meetings.
- 7.1.3. Advising the chief coach on specific matters concerning the events for which they are responsible.
- 7.1.4. Providing specific services for athletes in preparation for competitions.
- 7.1.5. Providing specific information for the technical report.
- 7.1.6. Developing / reinforcing the bond between athlete and Athletics Federation, school, etc.,
- 7.1.7. The athletes wearing attire representing the team.

7.2. GENERAL

- 7.2.1. Familiarize yourself with the athletes in the relevant events.
- 7.2.2. Obtain details of athlete's personal best, and season's best.
- 7.2.3. Provide details of opposition's personal best, season's best, tactics, temperament, etc.
- 7.2.4. Advise chief coach on fitness level of athlete for heats, tactics, etc.
- 7.2.5. Maintain close liaison with team doctor, therapist, etc. on areas of doubt.
- 7.2.6. Check medical clearance on the use of bandaging / taping etc.
- 7.2.7. Check athletes' personal equipment.
- 7.2.8. Check the athlete's number.

- 7.2.9. Advise against carbonated drinks prior to competition.
- 7.2.10. Advise against the use of alcohol and food experiments 48 hours prior to competition.

7.3. PREPARING FOR TECHNICAL MEETING

- 7.3.1. Prepare a list of technical notes for the managers. These notes must be discussed with the Managers and Chief Coach prior to technical meeting. This must include:
 - 7.3.2. Lane draws, jumping / throwing orders
 - 7.3.3. Starting heights and adjustments
 - 7.3.4. Whose implements require checking
 - 7.3.5. Program re-scheduling
 - 7.3.6. Team changes
 - 7.3.7. Any relevant medical certification information
 - 7.3.8. Technical points after appraisal of stadium with athletes
 - 7.3.9. Need for lap times / splits etc.

7.4. AT THE COMPETITION

This is where the team coaches play a major role. They must check the following:

- 7.4.1. See that athletes warm up properly.
- 7.4.2. The attire of the athletes e.g. spike length, numbers, etc. before they leave the warm-up area.
- 7.4.3. If they have wet suits available for rain and hot clothing for cold weather. The coach must have spare clothing for an emergency.
- 7.4.4. If the athletes have a spare pair of shoes.
- 7.4.5. If the athletes know the reporting procedures.
- 7.4.6. If they know where the manager, doctor and therapist are.
- 7.4.7. The coach must:
 - 7.4.7.1. Keep coaching comments to fundamental principles - don't tamper with technique.
 - 7.4.7.2. Offer a service to the athletes. If they don't want it, do not force yourself on them.
 - 7.4.7.3. Have extra pins, chalk, tape, etc. available.

7.5. AFTER THE COMPETITION

- 7.5.1. Prepare a technical report and give it to the Chief Coach. The report must include suggestions where improvements must take place, if any.

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