

POLICY AND GUIDELINES

OPTIMIST SA TEAMS ATTENDING WORD AND AFRICAN CHAMPIONSHIPS

Team Composition.

The South African Optimist Sailing Team attending either World or African Optimist Championships shall ordinarily consist of,

- The selected sailors.
- A Manager to be appointed by the EXCO.
- A Coach to be appointed by the EXCO.

In certain instances an assistant coach or manager may be appointed by the EXCO. The EXCO may also decide at discretion to combine the role of Coach and Manager to be conducted by one person.

Team Funding.

The participating sailors shall fund the team entirely. The anticipated team expenses shall include but not limited to,

- Entry Fees for Competitors.
- Entry Fees for Coach and Manager.
- Support Boat Fee.
- Damage Deposit for Support Boat (*refundable – see note 1.*).
- Optimist Dinghy Hire if applicable.
- Team Clothing for the competitors and coach.
- Damage Deposit for hired Optimist if applicable (*refundable – see note 2.*).
- Accommodation Damage Deposits (*refundable – see note 3.*).
- Surcharges for late payments if applicable.
- All travel costs for Coach.
- All required insurance costs as per the regatta NOR. In the event of an insurance claim the deduction payable upon claim (excess) shall as far as possible be limited to the individual claimant, but in certain instances, the EXCO may split this cost amongst the team members.
- Early arrival costs as laid out in the NOR.

Note 1 - The responsibility for a deposit loss through damage to the Support Boat shall be the Coach's or Manager's depending on who was in the vessel as SA representative at the time of an incident /accident.

Note 2 – The responsibility for a chartered Optimist and the safe return of shall be the individual competitor's.

Note 3 – The loss of Accommodation Deposit due to damage shall be to the account of individual(s) causing the said damage. The EXCO will dispense judgement in this regard upon hearing testimony from the team management.

Additional Individual Expenses may also be incurred. These typically include spending money, boat & sail measurement if applicable, repairs to boats or sails etc.

The Team Coach

The EXCO shall appoint a team coach at the announcement of a team attending either regatta.

Qualifications

The team coach shall carry one of the following *minimum* qualifications

- SAS Level 2 Instructors Certificate.
- RYA Level 2 Racing Coach Certificate.
- Any ISAF approved Level 2 Coaching Certificate.

In addition the coach shall carry the equivalent of ALL the below *minimum* qualifications,

- SAMSA Power Boat qualifications to 5 miles offshore.
- SA Dept. Labour 1st Aid Level 2 *or* STWC First Aid at Sea (FAAS).
- VHF Marine Radio Certificate.

In the event of a foreign coach being appointed, they shall carry the minimum coaching qualifications of their country of origin.

Responsibilities of the Team Coach

Upon appointment and in consultation with the **National Coaching Co-ordinator**, formulate and implement a coaching programme in preparations for the Championship Regattas.

During the pre-regatta period, the appointed coach shall arrange training sessions and monitor the progress of the team. The coach will also develop a fitness plan for the team and monitor the team's progress in this regard.

There will be at least one mandatory training camp prior to the Championship.

During the Championship Regatta, the coach will, ***equally*** amongst team members,

- Serve to encourage and motivate the team – both on and off the water
- Monitor and record performances.
- Give a daily briefing prior to racing and debrief the team after each days racing.
- Assist the sailors with the preparation of their dinghies each day prior to and between races.
- If allowed, attend protest hearings where Team SA members are involved.
- Give remedial advice and encouragement to the team as a whole and to individual competitors.
- Alert the manager as to any personal or health problems the team or individuals on the team may be encountering.
- Attend the daily Race Committee briefings or any other meetings pertaining to sailing activities that the Race Committee may hold.

After the Championship Regatta, the coach will write a detailed coach's report and present to the EXCO.

The Team Manager

The EXCO shall appoint a team manager at the announcement of a team attending either regatta.

Whilst no sailing or coaching qualifications are a requirement, they are preferable. It **will also be mandatory** for the Team Manager to have done a basic 1st Aid course prior to team departure.

Duties of the Team Manager.

Prior to the Championship Regatta, the team manager shall work closely with the Class Secretary and EXCO to ensure that all arrangements concerning travel, finances, team clothing, equipment, visas, passports and individual team members financial arrangements are in place and on track.

The Team Manager shall be the designated person in charge during the travel from South Africa to the championship venue and also the return transit.

During the Championship Regatta, the team manager shall be responsible for,

- The financial disbursements to the Regatta Organisers.
- The collection of damage deposits after the regatta and return them to the Class Treasurer upon return to South Africa.
- Be the main liaison person between the Race Organisers and the team.
- The behaviour and conduct of the team.
- Keep a record of all financial activity and reconcile the expenditure with the Class Treasurer upon return to South Africa.
- Arrange the collection and return of hired equipment before and after the regatta.
- Together with the Team Coach, scrutiny the hired equipment for pre-existing damage before acceptance and before return of the equipment.
- Ensure the team is ready for the daily travel arrangements.
- Assist the team with the boat and sail measurement and be the liaison between the measurers and the team.
- Write a daily report to be sent to the class website controller, outlining both the racing and results, as well as reporting on the team's activities and wellbeing.
- As far as possible via cellphone media, report on the racing live time.
- Any medicine disbursements to the participants.
- Assist the coach wherever possible in order that the coach is kept coaching and not managing.

After the Championship Regatta, the Manager will write a detailed Manager's report and present to the EXCO.

Coach & Manager Joint Responsibilities

Wherever possible, the Coach & Manager shall ensure a calm and safe environment for the team participants.

The Coach & Manager shall jointly and individually be familiar with both the NOR and SI's of the Championship as well as the daily amendments to these.

Should any duties and responsibilities arise during the regatta that are not mentioned herein, these should be noted and agreed between the Coach and Manager as to who will deal with them.

Dispute or disagreements between the Coach & Manager should be dealt in an adult fashion away from the sailors. Similarly, disputes between the Team and the Race Organisers should not affect the sailors.

With regard to team any team misconduct, the Coach & Manager should report this to the EXCO. Special attention is drawn to the NOR behaviour clauses and to RRS69

Coach and Manager Entitlements

Before and during the Championship, unless there are other arrangements in place, the Team Coach shall be entitled to,

- All Travel Expenses between South Africa and the regatta venue.
- A Team Uniform as per the participants.
- Adult Entry Fee - including Accommodation and Sustenance as per the NOR.
- Mandatory Insurance Costs as stipulated in the NOR.
- A stipend salary as negotiated upon appointment.

A Team Manager if a parent shall be entitled to,

- A Team Uniform as per the participants.
- Adult Entry Fee - including Accommodation and Sustenance as per the NOR.
- A communications budget (SIM card + data etc.)
- Mandatory Insurance Costs as stipulated in the NOR.

A Team Manager if not a parent shall be entitled to,

- All Travel Expenses between South Africa and the regatta venue.
- A Team Uniform as per the participants.
- Adult Entry Fee - including Accommodation and Sustenance as per the NOR.
- A communications budget (SIM card + data etc.)
- Mandatory Insurance Costs as stipulated in the NOR.