



Little Athletics Tasmania

State Team Position & Code of Conduct

As at November 2023

This document provides a comprehensive description of the responsibilities and duties of the Tasmanian Little Athletics State Team Coaches and Team Managers.

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State Team Position Descriptions

Introduction

For the 2024 ALAC, Little Athletics Tasmania is looking to appoint four (4) Team Managers and three (3) Team Coaches to accompany the Under 13, Under 14 and Under 15 team members to the Little Athletics Australia Championships.

Athletes and team personnel are accommodated in apartment style accommodation, with all personnel being equally responsible for the athletes from the time the team meets at the airport on departure, until such time as they are collected by a parent / guardian on their return to Tasmania.

A parent / guardian may make application to collect their child at a designated venue prior to the team departing on their return to Tasmania. This may be that the family is remaining in the state of the championships for holidays. It is normal to grant this request, however the athlete may not be collected by parent/guardian until all State Team duties are fulfilled.

The “team” consists of the following:

- Four x Team Managers
- Three x Team Coaches
- A maximum of 32 Under 13 athletes (16 boys & 16 girls)
- A maximum of 52 Under 14 athletes
- A maximum of 52 Under 15 athletes
- A maximum of 2 Under 15 Combined Event athletes

Please note:

Team Management and Team Coaches are to comply with the respective responsibilities.

Any variations to the contents of this document are to be approved by the Little Athletics Board of Management.

1. Team Manager

1.1 Key Responsibilities

1. To oversee the booking of taxis to transport Team to and from the accommodation to the venue, prior to the Teams departure.
2. To oversee the organisation of any post competition function/dinner, information with respect to transport, and any other State related items.

3. Responsible for completion of relevant ALAC information forms required by the Host State.
 - These forms will be sent electronically, along with a timeline for completion of each relevant form.
 - Upon completion, the forms are to be sent to the LATas office for forwarding to the host state.
4. Uniform procurement, fitting and distribution of uniform items with the assistance of Admin.
 - Quotes are to be obtained by the office for uniform items not received through the national sponsor.
 - Following the announcement of the Team, each athlete will be fitted for size.
 - All items to be ordered.
 - Final uniforms to be distributed on by the final day of training prior to departing for the Championships.
5. Oversee collation of information folders and receipt of required information as outlined in 2.2 (c) below.
6. Team Captains and Vice Captains to be named on the day of Team announcement.
Team Captains and Vice Captains to be chosen by Selection Committee.
Their responsibilities include:
 - Must initiate training at the venues
 - Help organise marching order
 - Read Athletes Oath and collect any trophies if awarded
 - Ensure there is a speech prepared
 - Ensure Tassie Devil mascot is at every training and competition
7. Invoices to be allocated by Admin for any payments that need to be arranged.
8. Arrangement of publicity for State Team, State Team photos
9. LATas will be appointing a Supervising Team Manager, who will work with the other Team Managers and State Team Coaches. In close consultation with State Team Coaches, be responsible for all requirements of Team members during all State Team activities, including the duration of time whilst attending the ALAC's.

1.2 Breakdown of Responsibilities

(a) Sponsorship Uniform

With the assistance of Admin, determine uniform sizes required, identifying the following requirements:

- Green Tracksuits
- State Competition Uniform
- Bags, Caps, Socks
- T Shirts
- Hoodies
- Walk Out Shorts

Order Tassie Training T Shirts, and in conjunction with Team Coaches, determine a design for the current year.

(b) Oversee Collation of Information Display Folders

- Contact Details
- Information Sheets on ALAC
- Medical Forms
- Training Dates
- Order Forms
- Chants
- Code of Conduct

(c) Athlete Forms to be completed and returned to office before departure

1. Medical Forms
2. Copy of birth Certificate
3. Photocopy of Medicare Form
4. Medication Form

5. Permission Form re photos
6. Order Forms re ALAC Memorabilia
7. Lunch Order Forms – any food allergies documented

(c) Training

- Once the Team Coaches have determined the training schedule, book Venues
- Distribute Newsletters
- Organise Room Share, if applicable.
- In conjunction with Team Coaches, explain Rules and Regulations
- Organise and practice marching order and the team chant.
- Organise Photos

Last weekend of training -

- Distribution of uniforms and information
- Issue of competition Numbers
- Team Photo in full uniform. Team Managers to organise photographer.
- Organise publicity with media (print and television)
- Arrange for a BBQ at the completion of training.

All forms to be completed and collected by Team Managers.

(d) Medication

- If supplying medication to take away for example Panadol, it must be in a snap bag with a permission slip signed by the parent or guardian with the quantity allowed.

Team Managers to liaise to determine each person's responsibilities to ensure that the duties are evenly distributed.

2. Team Coach

2.1 Key Responsibilities

- Responsible for the organisation and timetabling of all State Team coaching sessions, coach and ensuring that training is schedule as appropriate for all team members. *Note: venues and dates to be confirmed in consultation with State Team Managers.*
- Ensure that at all times the athletes are supervised during training.
- To ensure that the duty of care to athletes is paramount at all times. This includes, but is not limited to ensuring that all training venues are free of hazard, that the equipment is in a safe condition, and where possible, to identify any injuries to athletes and treat accordingly.
- In the event of an injury to any of the U13 State Team members, recommend to the LATAs Board, a replacement athlete from those selected as emergency athletes.
- It is recommended that State Team coaches attend the LATAs Coaching Camp in January.

2.2 Breakdown of Responsibilities

(a) Duties at Completion of State Championships

- Address the athletes and parents and outline their responsibilities as a member of the State Team. At this time, information on training requirements could also be outlined.
- Address participation in other sports and injury concerns to manage training
- Assist the State Team Managers in distribution information to be completed.

(b) Training / Coaching

- Prior to the selection of the State Team, confirm training schedule, times and venues.
- Determine training sessions, ensuring that all athletes are catered for at all times.
- Advise Team Manager of schedule to enable venues to be booked and training times.
- Approach suitably qualified coaches to assist with the training, if required.
- At all times, be responsible for the athletes during training and coaching sessions.
- Ensure that athletes have suitable footwear and, if required, the required spike sizes, plus spares.
- Note: The event for each individual athlete is determined by the State Team selectors. No changes are to be made to an athlete's event without approval by the selection committee.

3. Combined Responsibilities

It is the combined responsibility of Team Coaches and Team Managers to undertake the following:

1. Confirm training dates and oversee booking of training venues. Uniform distribution will take place, and a lunch organised at the completion of the mock competition day.
2. To ensure that duty of care is at the forefront with respect to all areas of involvement with the State Team.
3. To be available to listen, without prejudice or prejudgement, of a complaint by any member of the Team, or their parent/guardian, and to action accordingly.
4. To comply with the LATas Code of Conduct at all times with respect to the area of responsibility of coaches and officials.
5. To have a current Working with Vulnerable People Check and provide evidence.
6. To ensure that all members of the State Team comply with the relevant TLAA Code of Behaviour.
7. To be equally responsible for the overall supervision of the state team members, including, but not limited to :
 - At all training sessions, information sessions and other organised team activities.
 - From the arrival of the team members at the airport of departure, until their return to Tasmania.
 - It is extremely important that the responsibility of supervision of athletes is shared equally at all times, but particularly of a late afternoon / early evening when athletes can be unsettled and quite often, at their most active.
8. To ensure that athletes dietary requirements are being met.
9. To present a report for presentation to the LATas Annual General Meeting.

Duties at Completion of State Championships

- Fit and Record Uniform sizes
 - Sponsor Tracksuit
 - Polo Shirts
 - Runners
 - Grey Hoodie
 - Black Tracksuit bottoms for training
 - Competition uniform – singlets and shorts
- Complete shoe order form and forward to LATas office for ordering.
- Order all other uniform items.

4. ALAC Competition

All

- Identify issues to be discussed at the Team Managers meeting and all forms to be submitted.
- Track Familiarisation.
 - Ensure that athletes are in attendance at their designated area at the specified time. Both Team Managers and Team Coaches are responsible for the overall supervision of the athletes.
- Competition Day.
 - Ensure that all athletes are aware of their responsibilities, warm up and competition timetables, dietary intake, medical requirements and overall supervision. This is a huge task on the day, and must be equally shared amongst all.
 - Be responsible in ensuring that all athletes have the required warm ups, and are at their designated site at the required time.
- After Competition Function and in conjunction with Team Managers, supervise the athletes as required.

Coaches

Full responsibility for ensuring athletes –

- Have suitable warm up prior to events – one coach to supervise at all times
- Are at the call room at appropriate time
- Are fully aware of any clashes, and how to manage these.
- Receive coaching advise on the day

Coaches only **are** permitted in the designated coach's area.

Team Managers

Full responsibility for ensuring athletes –

- Have all appropriate uniform items and other items required for the day's competition.
- Meet with the parents at main entrance of the ALAC venue at 7.30am
- Organise for the Captains Oath and Team marching order
- Ensure all changes are submitted on correct paperwork
- Arrange warm up and ensure first event athletes go straight to warm up area with a Coach
- Ensure all athletes are hydrated and have the correct uniform for medal presentation
- Ensure any protests are submitted correctly and attend the medical room with athletes that have been injured
- At the end of the competition prepare to march and thank volunteers and officials and Trophy presentation

Team Managers **are not** permitted in the designated Coach's area, or to offer any coaching advice. This may conflict with advise given by the Team Coaches and be detrimental to the athlete.

5. Travel Arrangements

5.1 Flights

Admin have booked flights through our travel partner, SportsLink Travel. Details of flight days/times will be provided to Team Managers once confirmed.

A group booking is to be made as follows:

- 20 seats from Hobart
- 20 seats from Launceston

If the flights are not direct to the State of the Championships, both the Hobart and Launceston teams will fly to the host State from the connecting city. On their return flight, they will travel together from the host State to the connecting city for their flight back to Tasmania.

Names for the bookings are to be forwarded by Admin to the airline upon announcement of the State Team.

5.2 Accommodation

Admin have booked accommodation through our travel partner, SportsLink Travel. Details of accommodation booking will be provided to Team Managers once confirmed.

5.3 Transport

Buses to transport athletes from the airport to accommodation in Adelaide and return have been booked through our travel partner SportsLink Travel. Details of transport will be provided to Team Managers once confirmed.

Code of Ethics and Legal Responsibilities of Team Managers and Coaches

The Team Managers' and Coaches' primary role is to facilitate the process of individual development through achievement of athletic potential. These roles accept the athlete's long-term interests as of greater importance than short-term athletic considerations. To fulfil these roles the Manager and Coach must acknowledge that the highest degree of professionalism in dealing with athletes, peers and officials is required. Team Managers and Coaches must behave in an ethical manner respecting the following points:-

1. Recognise that anything less than dedicated commitment is unacceptable.
2. At all times maintain socially accepted standards of dress, appearance and behaviour.
3. Not smoke in-sight of athletes.
4. Not to be intoxicated whilst having athletes in his/her care.
5. Maintain an acceptable and responsible management/athlete relationship.
6. Acknowledge that any physical contact with athletes should be appropriate to the situation.
7. Not publicly criticise or disagree with the work of other team management.
8. Consider the safety and well-being of the athletes as of paramount importance.
9. In respect of LATas camps, support the camp coordinator in assigned duties and assist in the maintenance of acceptable standards of behaviour of camp participants.
10. I agree to respect the basic human rights, that is the equal rights, of each athlete under my control with no discrimination on the grounds of sex, race, colour, language, religion, national or social origin, association with a national minority, birth or other status.
11. I agree to respect the dignity and recognise the contribution of each individual. I will ensure that the practical environment is safe and appropriate. This appropriateness will take into consideration the age, maturity and skill level of the athlete.
12. I agree to ensure that all equipment used in the activities under my control is safe for the users and that the supervision I provide for these activities within each session is adequate.
13. I agree to plan my sessions adequately and activities within by using appropriate teaching progressions so as to reduce the risk of possible injury.
14. I agree to identify and to evaluate athletes with injuries and incapacities so as the workload and performance expectations are modified accordingly.
15. I agree to warn all athletes under my control of the inherent risks of the sport/individual events with continual reinforcement being ongoing so as each athlete appreciates those risks.
16. I agree to evaluate the skill level and experience of each athlete in my group so as mismatching of athletes can be kept to a minimum.
17. I agree to advise all athletes under my control the rules of the sport/individual events so as the athletes respect these rules and the spirit of the rules as they are intended.
18. I agree to respect the image of the manager and coach and to continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour.
19. I agree that my authority to discipline athletes under my control extends only to minor infractions (ie. attentiveness) and that any serious disciplinary breach must be referred by me to the camp management for their attention.
20. I agree to abide by the general rules of the LATas constitution and by-laws so as not to bring the Association into disrepute.

I (print full name) acknowledge that I have read and understood the Codes and ethics required of me to perform my duties as a Team Manager or Coach.

Signature:

Date:

State Team NOMINATION FORM

POSITION APPLYING FOR

- Coach – 3 Positions (1 Position Head Coach, 2 Positions Coach)
- Team Manager U13 – 2 Positions (1 Position Supervising Team Manager, 1 Position Team Manager)
- Team Manager U14 - 1 Position
- Team Manager U15 -1 Position

Name of Nominee

Address

Email Phone

Working With Children Registration No. Expiry

Please list any relevant details to support your application, including qualifications in management/coaching.

If insufficient space, please attach an extra sheet.

Applications to be forwarded to:

LATas Administration Officer – office@taslittleathletics.com.au

Applications close Thursday, 30th November 2023, 5pm **(No late applications will be accepted).**

An interview with each applicant may be held.

Signature of Applicant **Date**

Applicants should be available for the following:

- All State Conducted Meetings
- Under 12/13 Coaching Camp
- State Individual Championships
- Two (2) days per week and weekends from State Championships to the Australian Teams Championships.
- Coles Australian Little Athletics Championships (ALAC)

Qualifications

State Team Coach must have Level 1 coaching qualifications (minimum)

Team Manager Must have relevant experience and knowledge of the philosophies of Little Athletics.

- The Team Officials will be totally responsible for the outfitting of the Team and accountable to the LATas Board only.
- Team files and resources must be returned to the LATas Board after the Australian Little Athletics Championships.
- A meeting may be held with the Team Officials and the Board of Management, following the announcement of the Team Officials.