



SAFSA WP

TEAM LEADER

THE SAFSA WP TEAM LEADER POLICY

1. INTRODUCTION

The purpose of this policy is to define the roles, responsibilities and expectations of the SAFSA WP Team Leader to ensure effective leadership, organisation and support for all athletes representing Western Province at national and inter-provincial competitions.

2. APPOINTMENT AND ELIGIBILITY

The WP Team Leader shall be appointed by the SAFSA WP Committee before each major competition.

The candidate must: -

- Be a current member of SAFSA WP and in good standing
- Be safeguarding compliant and have completed the required Safeguarding course
- Have a strong understanding of competitive figure skating and team management
- Demonstrate leadership, communication and organizational skills
- Be available to travel with the team

3. RESPONSIBILITIES

The WP Team Leader is responsible for: -

- Assisting with registration and preparation at the draw if applicable
- Communicating competition details, schedules and team expectations to the skaters, coaches and parents
- Ensuring all necessary documentation is completed
- Organising team meetings and co-ordinating logistics
- Representing the WP team in all official capacities, including meetings with competition organizers
- Ensuring that skaters arrive at their events on time and properly prepared
- Acting as the main point of contact between skaters, coaches and officials
- Providing support and motivation to team members

- Handling any issues that may arise, including injury management, schedule changes or disciplinary matters that do not bring the federation into disrepute
- All disciplinary matters that bring the federation into disrepute must be referred to the WP committee immediately via email
- The WP committee will proceed with the necessary disciplinary action
- Assisting with the debriefing process and gathering feedback from skaters and coaches
- Compiling a report for the SAFSA WP Committee on team performance, challenges faced and recommendations for future events (For guidelines, refer to the Team Leader Report Policy Document)

PRE-COMPETITION PREPARATION

- To set up a WhatsApp group for dissemination of important information
- To ensure the Team Captain is also made admin on the WhatsApp group
- Collate a spreadsheet with all skaters' flights and arrivals, accommodation and chaperones for your information
- To make team members aware of the Code of Conduct and Dress Code policies
- To remind the Team Captain of their duties and expectations
- To inform senior skaters and parents of the possibility of drug testing at SA National Championships and to discuss procedures and expectations.
- Remind them to be aware of any medication they have recently taken or medication they are currently on and to ensure that any TUE (Therapeutic Use Exemption) documentation is available.
- To ensure that the SAFSA WP banners are on display

PRE-COMPETITION FUNCTION (if competition is away)

- To organise a pre-competition function, in conjunction with the SAFSA WP Committee
- To ensure that the SAFSA WP Chairman hands out good luck/sponsorship letters, if applicable
- To encourage the Team Captain/s to give a short, motivational speech
- Ensure that the team Leader has been given the SAFSA WP pull-up banner and the banners for the skaters to take on the ice to display at the parade and awards ceremony
- Ensure that the Team Leader has been given the engraved floating trophy (if previously won by WP)

TEAM LEADER DUTIES DURING COMPETITION

- Attend all official practices for all sections as well as the competition sessions
- Always be present to deal with issues that may arise e.g. injuries, ice issues and queries
- Enforce strict dress code
- Liaise with the competition organising committee and other Team Leaders regarding important information and disseminate important information via the WhatsApp group
- Collect and distribute the protocols to the coaches if applicable
- Ensure that all WP skaters are at the parade and award ceremony – a sign of good sportsmanship

POST COMPETITION

- Remember to collect all banners and return them to the SAFSA WP office
- Arrange for the floating trophy (if WP wins it) to be engraved and that it is placed in the trophy cupboard in the upstairs Function room
- Write a full and detailed report and submit to SAFSA WP on your return to Cape Town

4. CODE OF CONDUCT

The WP Team Leader must: -

- Always act with integrity
- Treat all skaters, coaches and officials with respect
- Ensure a positive and inclusive team environment
- Adhere to all SAFSA WP policies, competition rules and regulations and national sports regulations
- Avoid conflicts of interest and maintain confidentiality where necessary

5. DISCIPLINARY ACTION

Failure to adhere to this policy may result in: -

- A formal warning from the SAFSA WP Committee
- Removal from the role as Team Leader
- Further disciplinary action as deemed necessary by the SAFSA WP committee

This policy may be reviewed and updated as needed by the SAFSA WP Committee to ensure it remains effective and relevant

THE SAFSA WP COMMITTEE

February 2025