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7th August 2019

FROM: Education & Training Manager

TO: Affiliate Presidents  
Affiliate Secretaries

Cc: SSA Executive Committee  
Provincial Education & Training Committees/Coordinators

**RE: CAPACITY BUILDING –Team Managers Training**

As part of the SSA's capacity building strategy SSA will be coordinating a team manager's course.

The training aims to address the following:

- To develop a pool of readily available and competent team managers across all disciplines.
- To manage teams provincially, nationally & internationally on behalf of their affiliates and the federation.
- To address the transformative imperatives by ensuring that black people are also involved in managing teams.
- To address gender disparities by ensuring that more females are involved in aquatics.

The training will be facilitated by an ETDP Sector Education and Training Authority (CATHSSETA) accredited service provider. The training will cater for all disciplines from the 21st -24 September 2019 at Fairmont High school, Durbanville, Cape Town.

Unit number	Standard	Unit standard title	NQF Level	Credits	Duration
252180		Team managers training	5	8	4

President: A. Fritz Vice Presidents J. Naidoo, Z. Molusi,  
P. Thompson: Treasurer: J. Ellis  
Members: D. Peterson, E. Van  
Veenhuyzen L. Bignaut, N Raphulu, P Heyns  
R Andrews Chief Executive Officer: S. Adriaanse:  
Hon. Life Presidents S. Ramsamy & G. Sam

## **Course Outline:**

On completion of this unit standard, the learner will be able to:

Collect and manage personal information relating to the team members.

- Plan for the travel requirements of a team.
- Organise and schedule the logistical and legal requirements.
- Co-ordinate athlete and team support.
- Manage sport kit and equipment.
- Write and submit a full report according to SSA guidelines.

## **The nominees must meet the following criteria:**

- 1) Nominees need to be involved and in good standing with their affiliate.
- 2) The nominee must have managed a team i.e. Provincial team manager or regular club team manager.
- 3) Must be fluent in English (written and verbal)
- 3) Being able to speak an additional official language would be an advantage
- 4) They must be Professional, mature and able to work independently as the course is intense and a POE would have to be submitted
- 5) Nominees must be people that have had exposure to strengthen their ability and knowledge in any of the SSA disciplines.

## **Participation requirements:**

Delegates are required to remain at the training facility for the full duration of the training. Participants are expected to complete the course and give back by assisting in the management of teams. Candidates will sign a commitment agreement if they are unable to complete they will be legally liable to pay back the federation the full cost of the course.

The training will cost R600 to cover meals and refreshments, which must be paid into the Swimming South Africa's banking account:

- **Account number** - **1003790807**
- **Branch code** - **630805**
- **Bank name** - **ABSA bank**
- **Branch** - **the Zone, Rosebank**

Please use your Surname followed by TM2019 (e.g. mbuyaziTM2019) as your reference for easy control.

SSA will cover the course costs and affiliates must cover travelling and accommodation expenses for their nominees. Affiliates are required to nominate a maximum of two persons to represent gender and racial disparities. Nominations with proof of payment must be sent latest the 10<sup>th</sup> September 2019 to [mbali@swimsa.co.za](mailto:mbali@swimsa.co.za) and cc [eileen@swimsa.co.za](mailto:eileen@swimsa.co.za).

Education & Training Manager



Eileen Xhakaza