

## **ASA Swimming National Team Staff Selection & Remuneration Policy**

### **1. Purpose and Principles**

During Swimming National Team Events, the ASA of Malta appoints a comprehensive support team to ensure athlete safety, performance optimisation, and professional representation. Selection is based on the following principles:

- **Performance-Led Selection:** Staffing levels are proportional to the number of qualified athletes.
- **Multi-functionality:** Preference for personnel capable of fulfilling dual roles in resource-constrained environments.
- **Transparency:** All appointments are based on merit and adherence to international standards.

### **2. Staff Categories & Eligibility**

All staff must be members in good standing with the ASA and possess a valid Police Conduct and POMA clearance.

<b>Role</b>	<b>Minimum Eligibility Requirements</b>
Head Coach	Swimming Coach Certificate World Aquatics/ASA Level 2; Proven international leadership
Assistant Coach	Level 2 or Assistant Coach Level, demonstrated commitment to the national program
Team Manager	Management experience; High administrative literacy; First Aid (preferred)
Medical Staff	Fully qualified Physiotherapist

### 3. Financial Remuneration & Travel

Remuneration is applicable for the full duration of the tour, including travel days (departure and return).

#### 3.1 Daily Per Diems

All selected staff receive a daily allowance of €30.00 to cover incidental costs (mobile roaming, local transport, etc.).

#### 3.2 Professional Service Payments

- **Coaching Staff:** €150.00 - €250.00 per weekend (if on full club pay). For those on Leave Without Pay (LWOP), a daily rate will be negotiated prior to departure.
- **Team Managers:** For tours exceeding 7 days, a stipend of €50.00 per day applies. Short tours may be on an honorarium basis.
- **Medical Staff:** A daily professional fee ranging from €100.00 to €200.00 depending on the meet tier and hours required.
- **Travel Costs:** The ASA covers all economy airfares, team accommodation, and official apparel.

### 4. The Mutual Support Clause

To protect the stability of the domestic swimming community:

- **Employer Liaison:** The ASA will issue formal "National Service" letters to employers to facilitate paid leave for all staff.
- **Club Continuity:** If a coach or assistant's absence leaves a club under-resourced, the ASA will coordinate "coaching swaps" or guest training sessions at partner clubs.
- **Backfill Fund:** Clubs may apply for reimbursement to cover the costs of a replacement coach while their staff member is on ASA duty.

## 5. Accountability & Reporting

- **National Team Agreement:** All staff must sign an agreement to support all athletes on the team, regardless of club affiliation.
- **The Campaign Report:** Within 14 days of return, the Head Coach, Team Manager, and Medical Lead must submit their respective sections of the Technical Report to the ASA Executive.
- **Payment Forfeiture:** Financial claims must be submitted via invoice within 3 months of the tournament's end or will be deemed forfeited.

## 6. Technical Requirements for Medical Staff

Medical personnel are responsible for injury prevention and recovery protocols. They must maintain their own professional malpractice insurance and provide a medical summary (respecting athlete confidentiality) in the post-meet report.

## 7. Policy Implementation & Flexibility Note

Recognising that the ASA Malta is a small association with limited resources, the following flexibility is permitted:

- **Role Consolidation:** For smaller competitions (e.g., COJI, Small States, or invitationals), the ASA reserves the right to combine roles. An individual may be appointed as a "Coach-Manager" or "Manager-Physio" provided they meet the eligibility for both.
- **Adjusted Remuneration:** In cases of consolidated roles, the individual will receive the higher of the two applicable per diems/stipends plus a 20% "dual-role" loading, rather than two full separate payments.
- **Ratio Management:** Staff-to-athlete ratios will be reviewed per campaign to ensure the safety and welfare of the swimmers remain the priority while staying within the ASA's budgetary constraints.

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