



TEAM MANAGER GUIDELINES

The following document serves as instructions and information for the Team Manager (TM) role.

Being a TM is a fun way to be involved, and we love building team culture through this role. Thank you for volunteering to team manage. For local and regional meets see our guidelines below:

(For National events we also follow SNZ policy and have our own team travel policy. For team travel you will need to have been police vetted and accredited through the SNZ online system. More details are available from the club administrator.)

Ratio Guide to number of TM & Coach on pool deck:

- 1-10 Swimmers = **2** coaches/managers
- 11-20 Swimmers = **3** coaches/managers
- 21-30 Swimmers = **4** coaches/managers
- 31+ Swimmers = **5** coaches/managers

1. Prior to going to the swim meet you will need to collect the flag and Team Manager's bag from Henk's storage room at the pool. These must then be taken to the swim meet with you.
2. In the Team Manager's bag there are pens, highlighters, first aid kit, accident register/notebook, clipboard and spare swim caps. Check that you have enough replacement caps for the meet. All swimmers competing must wear a team cap.

(If a replacement cap is issued to the swimmer at the meet, please record the child's name in the notebook provided. Please advise the swimmer that \$12.00 will need to be paid by the parents into our bank account)

3. Please record any accidents or injury, or medication given to the swimmer/s in the notebook. (This rarely happens)
4. Meet flyers advertise session warm up times and the team is asked to meet 15 mins before warm up on the first session of competition. At the venue there may be allocated seating, or you may need to find a spot. The coach may chat to the swimmers at this stage and you can introduce yourself to the competitors. The main info for them at this stage is that if they walk away from their seating area, they must let a Team Manager know. This applies even if they just want to go to the toilet. Health & Safety protocol is that we must know where our swimmers are at all times.
5. While swimmers are warming up go to the official's desk and ask to collect the Meet Program for the Team Manager/s and coach. These will normally be situated in a cubby hole with the club name above it.

6. Using a highlighter, highlight all Te Arawa swimmers (TASBP) in all the programmes. Occasionally we also look after other teams/para swimmers, check with the Coach.
7. Give the highlighted coach's programme to the coach.
8. A Team Manager's meeting is normally called just before the meet starts. This is announced over the loudspeaker. At this meeting you will be told when the breaks/prizegiving will be (if not already shown on the programme) and any rules and information for the meet. You will be told how many events ahead competitors are needed at marshalling/blocks. You can relay any important info back to the coach and swimmers.
9. On pool deck your job is to then listen to the announcements and get the competitors to marshalling/blocks when required.
10. You must collect disqualification (DQ) notifications when they are announced. These are to be handed to the coach.
11. If there are not any official prizegiving's, collect any ribbons/medals from the officials (normally kept in cubby holes by the official's desk). These are given to the coach, unless the coach has requested you to take on this role on their behalf.
12. Any medals or ribbons or chocolates, money, etc, not distributed or collected by swimmer during the meet, please give to the coach to distribute these during pool side training.
13. If the meet has finals a new Meet Program sheet will be printed. Those who have made finals will also be shown on the results board. Note down any Te Arawa swimmers and let the coach know.
14. Follow up any withdrawals/scratchings promptly in accordance to the Meet Flyer Terms and Conditions.
15. **Swimmers that swim back to back races** need to be aware that as soon as they finish the first race they need to get to marshalling/blocks as soon as possible before their second race or else they will miss the start.
17. You are expected to stay until the end of the session in which you are Team Manager even if your child has finished swimming for that session. Unless arrangement is made prior to share out the role.
18. Swimmers are expected to stay on and support/cheer on the Relay Team/s if they are not selected for Relay Event/s.
19. After the swim meet, the bag and flag need to be returned to Henk's room at the pool

Thank you

TE ARAWA SWIMMING CLUB BOARD