



## WAITAHA SWIM CLUB

### TEAM MANAGER DUTIES

Thank you for your assistance in making this a great meet for our Swimmers.

#### YOUR MAIN DUTIES:

- Ensure the safety and wellbeing of the swimmers and that they are given the best possible opportunity to perform to the best of their ability.
- To ensure all swimmers get to marshalling (or to the blocks if a self-marshalling meet) in time. Usually, swimmers are required to be in marshalling 6 heats before they swim in events 100 or 50m. 4 heats beforehand for 200m and above events. **Allow sufficient time for them to speak to their coach before they go to marshalling.**
- You are the contact for any issues or questions from/to the AOD room. This includes scratching, withdrawals, and protests.
- Assist coaches as required.

#### BEFORE THE MEET:

- You will need the Team Managers Bag from the club room. Contact a committee member or coach to arrange this. The bag should contain: Banner, spare caps, (record any caps given out in the notebook provided so they can be charged to swimmers), First Aid Kit, Manager's folder.
- Check Meet Poster for meet conditions and rules regarding warm up, scratchings, finals, fines/penalties etc.
- Print off final race psych sheets and highlight Waitaha swimmers on a copy for each of the team managers and each coach.

#### AT THE MEET:

- Arrive on pool deck before warm-up. Set up club banner.
- Check off swimmers when they arrive to make sure all swimmers are there. Take any scratchings to the 'control room' before the designated time.
- Some meets have a team manager meeting that you need to attend. Check Meet information/poster.
- At some meets you may need to complete relay entry forms or change relay entries. Forms are usually due ½ hour before warm-up finishes but check meet conditions – coaches will guide you on what changes need to be made.
- If you have swimmers with tape (from the physio) they need to be inspected by the meet director before they race for the first time.
- Remind swimmers to keep warm, eat and drink between races and abide by Waitaha Swimming Clubs Code of Conduct. **No use of phones at race meets.**

- Ensure swimmers remain in the designated club seating area. If swimmers leave the seating area other than as directed by a coach for races or warm-up/warm-down, they must let you know (not just wander off). You are responsible for the whereabouts of our swimmers, you need to know where they are at all times, for safety and to ensure they get to their races on time.
- FINALS (Auckland Championship and National Meets): Managers will need to keep a check on who has made finals and ensure that any withdrawals are organized within the 30-minute timeframe (on consultation with coaches). NB Failure to do so may result in a \$50.00 fine for the swimmer. Check meet conditions on poster as this can vary.
- Collect any disqualification forms. Give to the swimmers coach. DQs are usually announced by event, heat, lane so you need to listen for them.
- Dispense first aid as needed and generally be available for the swimmers as required.

#### **AFTER THE MEET:**

- Before leaving the meet, collect any Medals/Trophies, make sure any record forms have been signed by the referee and chief time-keeper, put the club banner in the team manager's bag, collect any lost property and help pack the chairs away.
- In the event of an accident or incident please complete the Accident Report Form or Event Review Form contained in the Team Managers Folder in the Managers Bag.
- If you have any concerns, please contact the Club President or a committee member.
- Club President Contact: Shona Henderson 021741225 [president@waitahaswimclub.org.nz](mailto:president@waitahaswimclub.org.nz)
- Club Secretary Contact: Sarah Petersen [secretarty@waitahaswimclub.org.nz](mailto:secretarty@waitahaswimclub.org.nz)