



SWIMMING CANTERBURY WEST COAST

Position Description – Canterbury WC Team Manager

REQUIREMENT -

A Canterbury WC Team Manager may be appointed for National Swim Meets and Canterbury Squads Team Trips. This includes:

- National Division II
- New Zealand Junior Festival Makos
- NZ Age Group Championships (NAGS)
- NZ Short Course Championships
- New Zealand Open Championships

For National Meets, and where possible, the Team Manager will be a Club Team Manager or a parent who is already attending the swimming meet.

For Squads, the Team Manager will be a specifically appointed position if required.

KEY TASKS -

Before the Meet -

1. Each club should have a Club Team Manager at the meet. These people will be your first points of contact with regard to all team matters.
2. Liaise with Swimming Canterbury WC before the meet to develop a list of Club Managers and Coaches, and their contact details to ensure communication with this group is easy. Sending them a text to introduce yourself is a great idea.
3. Collect SCWC's Team Manager's Bag from the administrator before heading to the meet. This bag should contain the First Aid Kit, SCWC Banner, Fina Rules/New Zealand Rules, \$100 penalty fee, a folder with psych sheets and the pre-selected relay teams list and caps where appropriate. There will also be several SCWC signs for marking reserved seating and some Sellotape.
4. Managers and Officials Meeting - some meets have Team Manager Meetings prior to the start of a meet and others do not. The Meet Information sheet will explain this situation and procedure.

If you are unsure of any procedural matters, please see the Meet Director prior to the start of the meet or check with Control.

At the Meet –

5. When you arrive at the meet, collect the passes and meet programmes on behalf of the Club Managers. These can be distributed to the Club Managers at the team meeting.
6. Check the seating plan including any seating rotations during the meet and communicate this information to the Club Team Managers. SCWC provides seating signs which will be in your



Manager's bag- tape these to the outer boundaries of the seating area designated for SCWC Clubs on your arrival.

7. Erect the SCWC Banner close to where your team will sit. (If you are at the pool the day before and the seating plan has been provided, it is an excellent idea to put the banner up then).

8. Scratching Rule - check the meet Flyer to ensure you are aware of this rule and make sure Club Managers and swimmers are aware of the rule also. **Prior to submitting a scratching, double check that the Coach and Swimmer are aware of the fee that will be charged.** Swimmers will be responsible for any fines if they do not swim the final. No refunds for any reasons – medical included.

9. At the start of each session, collect the updated programme on behalf of the Club Team Managers.

10. Where possible, send a session update to the SCWC Administrator for posting on the SCWC Facebook page and/or website.

11. Things to note:

(a) Relays -

(i) The pre-selected Relay teams will be included in the Team Manager's bag.

(ii) SCWC Caps must be worn for all Regional Relays.

(iii) It is the job of the SCWC Team Manager to finalise the team selection and decide the swimming order.

(iv) The final relay team will need to be advised to control – the meet flyer will include information about the timing of this notification.

(v) Clubs are responsible for submitting a Relay Form for Club Relays (if there are any). Ask the relevant Club Team Manager to ensure they have completed and submitted that form.

(b) Lodge protests if required –

The Fina Book and SNZ Regulations and Rules are supplied as part of the Team Managers Bag. The Club wishing you to lodge the protest should hand it to you written out together with a Protest Fee of \$100. Hand the Protest to the Chief Referee within ½ hr of the time noted on the DQ form OR the occurrence of the incident. The only time you may have to put the Protest Fee forward yourself would be if you wished to protest on behalf of a SCWC Relay Team – the protest fee is in the Team Manager's bag. It is the individual Club's responsibility to pay the protest fee on behalf of their own swimmers.

If in doubt about the wording of a Protest, please approach the Meet Director. You cannot protest a fact.

(c) Mix with all the clubs and **encourage team support**, especially when a club has only one or two swimmers. Encourage teams to support swimmers in the Finals – even if that club does not have anyone competing, request them to come back for the finals.

Encourage vocal support – you could perhaps select a Team Leader.



(d) A **written report** on your return which includes anything positive or constructive with regard to the swimmers and/or the meet which can be used on the website, can be submitted to the SCWC Administrator

REIMBURSEMENT OF EXPENSES –

SCWC will reimburse the Team Manager for any expenses incurred during the meet that relate directly to the position, ie. First Aid Kit consumables.

Reimbursement is made after the next Board Meeting following the receipt of the Team Manager's report. ALL receipts related to this position must be attached to the report.

Remember to enjoy the meet – ask the Meet Director any questions you may have, they are happy to assist, - put your feet up during breaks – have some fun.