



JOB DESCRIPTION

SWIM SOUTHLAND TEAM MANAGER

The following guidelines will assist you to understand your duties. Please seek assistance from the Swim Southland Team Management Convenor or SSEO (Swimming Southland Executive Officer) at anytime.

Managing a team of very enthusiastic and motivated young athletes; your responsibility will be to provide, to the best of your ability, a SAFE, SUPPORTIVE and POSITIVE environment in which they can perform to the best of their ability. Your attitude can greatly influence the spirit of the team.

As Team Manager you have overall responsibility of the team, and you delegate responsibilities to the Assistant Manager at your discretion.

You will be required to sign a team manager agreement form, and possibly agree to a police vetting check.

PRE-MEET PREPARATION:

- Familiarize yourself with rules pertaining to competition requirements, i.e. scratching, disqualification etc. (FINA Handbook and SNZ Rules are in Managers Bag).
- SSEO will send you information regarding the following:
 - SWIMMERS (qualified for the meet)
 - COACHES
 - MANAGERS
 - TRAVEL INFORMATION - re flights etc (all alterations to planned travel arrangements must be requested by the swimmer via their club directly to SS)
Air NZ now state – 1 bag up to 25kg, 2nd bag \$15, 3rd is \$50. 1 carry-on bag up to 7kg.
 - TRANSPORT i.e. minivans (necessary for all drivers to take drivers license with them, SSEO will usually request a photocopy).
 - ACCOMMODATION – need to discuss with SSEO layout/sleeping arrangements, cooking and dining facilities etc
 - MEALS (whether available at venue or not) It will be the management responsibility to organize all meals.
 - TRAINING SESSION – TM discusses requirements with Coach then makes bookings at the pool, (SNZ usually book the space, you need to notify re times).

PREPARE A NEWSLETTER TO BE SENT OUT PRIOR TO THE TEAM MEETING:

Which would include the above information plus:

Uniform requirements (see SS Handbook and or contact SS Uniform Convenor)

Costs

Emergency contact details (Managers cell phone numbers)

Catering (TM in conjunction with management convenor decides on self catering or whether it is necessary to hire caterers).

- Date, time and venue of team meeting.
- MUST be attended by all swimmers, and one parent /guardian

Book the venue, e.g. Russell Cushen Room, (if possible arrange for the meeting to coincide with a SS meet to involve most swimmers, especially out of town people).

- Once it is compiled, email to SSEO who will then email to the team.

MANAGEMENT MEETING:

Arrange a time for managers and coaches to meet and discuss team requirements, rooming arrangements etc.

TEAM MEETING:

- Contact President of SS to organize for a SS representative to be present.
- Welcome and congratulate all swimmers on their achievement in qualifying for the team.
- Go over details of travel, accommodation, meet etc.
- SSEO will have ensured all swimmers have signed the SS Swimmers Agreement and completed their health forms (check whether health forms need to be updated).
- SS representative will address the team, (taking the opportunity to go over the Swimmers Agreement), coaches, massage person etc are given the opportunity to address the team also.
- Allow time for questions from swimmers/parents/guardians.
- Follow up with any swimmer who doesn't attend.

SSEO will provide you with the following:

- Cash card and pin number (keep all receipts and itemize in a notebook).
- Managers Bag – includes - FINA Handbook
 - SNZ Rules
 - SNZ forms – relay entry, Disqualification, Protest
 - First Aid Kit
 - Drug Testing rules.
 - SS & NZ Records
 - SS Banner

- Swimmers entry forms
- Copy of the details sent to the Host region in respect of Team Management personnel and Team details
- Copy of swimmers e-tickets.
- YOU can obtain psych sheets off the website. The SSEO will usually advise the team when these are available.
- Evaluation forms to be completed before travelling home and handed to SSEO on return.

PUBLICITY:

- Discuss with SSEO who will be responsible for publicity prior to leaving

AT THE MEET:

- Attend the Managers and any other meeting as required. (Usually the first meeting will be on the evening prior to commencement of meet, as advertised on website).
- Collect swimmers passes and any information.
- Check March Past details – arrange swimmers for this in conjunction with coaches. (Usually held at beginning of first evening session)
- Familiarize yourself with rules pertaining to the meet. (found in official programme).
- Carry sufficient cash for a protest (will be in manager's bag). Discuss with coaches before submitting. Obtain a receipt for protest fee if overturned.
- Obtain a seating plan at end of each session (usually posted on the wall or in team boxes).
- Obtain session sheets at end of each session, and finalist sheets regularly throughout session. Do not leave venue without checking on all swimmers qualification for semi/finals. First and second reserves for finals must marshal as well.
- Ensure all swimmers report to Marshall when required, they must check in with you before leaving allocated team area.
- Ensure swimmers attending medal ceremony are there in plenty of time (or appointed person to collect) and dressed appropriately.
- Fully support any swimmer selected for drug testing.
- Be familiar with swimmers medication and the drug testing/doping rules.
- All swimmers on medication need to complete forms and must be handed to meet director.
- Have camera on hand for medal presentations.

AWAY FROM THE POOL:

- Be aware of how individual swimmers are handling the situation at all times (including poolside) for some members of the team this will be their first meet away and quite a 'step-up' in terms of competition, and responsibilities.

- Check out laundry facilities at accommodation (some allow access to commercial driers)
- Supermarket shop early and keep supplies up.
- Ensure swimmers are awake early enough to consume an adequate breakfast.
- Ensure swimmers get plenty of sleep.
- Ensure finalists are able to rest during the afternoon without disturbances.
- Ensure close liaison with Assist. Manager and coaches, and in conjunction arrange team meetings.
- Seek appropriate medical assistance if necessary.
- Time away from competing needs to include time for relaxation and fun when possible.

BEHAVIOUR MANAGEMENT:

- Be familiar with the SS Swimmers Agreement.
- Be familiar with the SS Disciplinary Policy (copy of both attached).
- Any behavioral concerns arising are dealt with in conjunction with coaches, and if necessary followed up on return home. Should any concerns present, document and keep for your information in case it may be required at a later date.

REPORTING:

- SSEO will email you a Team Report Template, (report on – accommodation, travel, transport, discipline etc. comments/recommendations to be made that would be particularly useful for future TM to be aware of, also performance – noting highlights, records, PBs, and mention of swimmers in top 10 placings, team points etc.
- Managers report to be submitted to the SSEO within TWO WEEKS of the meet. It will be tabled at SS Management meeting, then goes into SS Annual Report.
- SS Team Management convenor will meet with you within 2 weeks of return to have a verbal debriefing.

TEAM PHOTOGRAPH:

- Taken at SS Prize Giving each year.
- Contact all swimmers and Management to attend the team photograph session.
- It is TM responsibility to ensure the team attends and is presented in full uniform

Thanks

Team Management Convenor

Swimming Southland Management Committee