

## **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:**

- Familiarise yourself with rules pertaining to competition requirements, i.e. scratching, disqualification etc. (FINA Handbook and SNZ Rules are in Managers Bag). Be familiar with the Meet handbook and any updates, which will be available on the SNZ website.
- 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 23kg, 2<sup>nd</sup> bag \$35, 3<sup>rd</sup> is \$55. 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). Let SSEO know urgently if you are not comfortable driving a manual vehicle.
  - ACCOMMODATION – need to discuss with SSEO and coach layout/sleeping arrangements, cooking and dining facilities etc
  - MEALS (whether available at venue or not) It will be the management responsibility to organise all meals.
  - TRAINING SESSION(S) – TM discusses requirements with Coach then makes bookings at the pool, (SNZ usually have one session booked pre-meet, you need to be aware of times).
- Plan food. If catering has been organised, you will still need to carry out menu selection, confirm times for eating, numbers, etc. If self-catering then you will need to plan your menu, shopping, check cooking facilities, etc. Liaise with the coach to ensure he/she is satisfied that the food requirements of athletes are met. You will also need to consider breakfast and afternoon tea. Afternoon racing often goes well past dinner time so a good afternoon tea is required prior to going to the pool for finals each day. Consider your cooking facilities and cater as required e.g. if you have an oven, spaghetti buns and cheese toasties are very popular, cut up fruit, muffins, some baking, smoothies, yoghurt, etc. are all good options. Check with your coach as to appropriate pre-race food. If breakfast is not catered, swimmers are usually asked to bring their own breakfast cereal with milk, toast, spreads, etc. provided.
- Plan day-off activities. There is normally a free day prior to the start of a meet and a chance do some sightseeing or something fun as a team together. When planning this activity think about:

- a. Timing – do you need to fit around any training sessions?
  - b. Effort – avoid lots of walking or effort as the swimmers need to remain fresh for racing
  - c. Team-bonding (boys do NOT like shopping or wandering around malls!)
  - d. Transport – how are you going to get there and how long will that take?
  - e. Food snacks and lunch – will you take this or eat out?
- Plan end of meet dinner. Normally the whole team goes out for a meal on the last night of the meet. Be aware this can be quite late so you will need to find a handy restaurant that is prepared to take a large team later at night. A popular choice in the past has been a Mongolian BBQ, pizza, etc.

**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).

Packing list

Food requirements (breakfast, baking, etc)

- 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., if necessary.

**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 itemise in a notebook). This will be used for supermarket shopping, team activities, team final dinner, etc and all costs will be charged back to swimmers' parents at the end of the meet.
- 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 and relay entries
- 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.

**PUBLICITY:**

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

**ON ARRIVAL AT ACCOMODATION:**

- Allocate rooms to swimmers and give them time to sort out their rooms and settle in.
- Have a team meeting to:
  - a. Discuss safety i.e. fire/earthquake exits and evacuations
  - b. Reconfirm swimmers agreement expectations
  - c. Establish boundaries and rules within the accomodation
  - d. Discuss timetables for meal times, trainings, getting to the pool, activities, bedtimes
- Find the nearest supermarket and get supplies as required.

**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.
- Put up team banner.

- Check March Past details if being held– arrange swimmers for this in conjunction with coaches. (Usually held at beginning of first evening session)
- Familiarise yourself with rules pertaining to the meet (found in official programme and on SNZ website meet handbook).
- 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 (posted on website 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. N.B. taking photos of results on the wall can be a help if you are in a hurry.
- Remember that any withdrawals from finals must be made within 30 minutes of the results being posted. Withdrawals must be discussed with the coach first.
- Finalise any relay team entries or changes with the coach and update these as required with the control room.
- 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.
- Any swimmer with strapping must report to the Meet Director for signing off.
- Have camera on hand for medal presentations.
- Record all swimmers’ results from each race including finish times and placings. Having a dedicated exercise book for this is an excellent help and can be used to help write up report at the end of the meet.
- Ensure swimmers have plenty of appropriate food, keep well hydrated and warm.

#### **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. Try and ensure every swimmer feels included in the team environment.
- 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 very much for your time  
Team Management Convenor  
Swimming Southland Management Committee**

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