



MANAGER'S JOB DESCRIPTION

A GUIDE FOR REPRESENTATIVE TEAM MANAGERS

Introduction

Welcome to the Swimming Southland Managers Guide. This document is designed to help you carry out your duties as a Team Manager efficiently and effectively. The Guide will assist you in your role and provide important information. Please do not hesitate to contact the Executive Officer, they are there to help you along the way with any queries or concerns you may have during the build-up and meet itself

Managing a team of very enthusiastic and motivated young athletes; your responsibility is 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 will greatly influence the spirit of the team so remember:

As a Swimming Southland appointed manager, you need to:

- Ensure the welfare of the team at all times, ultimately the managers are in charge of swimmers health and well-being,
- Set the tone for the team your standards of behaviour need to be higher than you expect of the swimmers. This means the manager should dress and behave appropriately for any occasion while acting as team manager. Managers should also take care that their behaviour towards their swimmers and other team management cannot be misinterpreted; managers must not abuse the power given to them by their position.
- Support the Coach to create a positive team environment in and out of the pool
- Be mindful to stay out of the coach's arena e.g. don't have an opinion on swimmers unless you are asked for it.
- Take responsibility and authority in respect of reprimanding, suspending and/or dismissing a swimmers prior to, or whilst at any Meet, for any act considered detrimental to the team.
- Submit a Managers Report (template will be supplied), submission dates will be set by the Executive Officer to coincide with Board Meetings
- Remember not to expect perfect behaviour. Team members will be excited and enthusiastic, so try and channel exuberant behaviour into something useful.
- Take overall responsibility of the team, and delegate responsibilities to the Assistant Manager/s at your discretion.

"It is the responsibility of the Managers and Coaches to protect swimmers and to treat them fairly regardless of age, gender, racial origin, culture, religious belief, language, disability or sexual identity."

Thank you for taking on this position, your commitment is most appreciated by everyone involved with Swimming Southland Inc

Before the Meet

- **Budget** - This has been completed by the Executive Officer
- **Communication** – All communication with parents will be done by the Executive Officer not the Managers. A team email will be sent the day after entries close and a newsletter within 1 week of entries closing. There is to be no communication to parents, swimmers or coaches by way of setting up social media group chats or the like of.
- **Cooking Equipment** - A fry pan and a multi-cooker and suitcase are available for teams who are self-catering.
- **Debit Card** - The Executive Officer will arrange access to a Debit card for you to use while you are away.
- **Extra Baggage** – If your team is self-catering an extra bag has been booked for your team
- **First Aid Kit** - A Basic First Aid Kit with a few extra items will be in the Managers Bag
- **Flights** – A spreadsheet with all swimmers Booking References and flights will in the Managers Folder
- **Grocery Shopping** – Consider completing an online grocery shop before you leave and either click and click it or have it delivered to your motel – just remember to warn the manager of the motel it will be arriving if you have it delivered
- **Managers Folder** – The Executive Officer will be provide the Head Manager with a folder in it will be your key information
- **Managers Uniform** – Managers will be issued with a polo and jacket but are welcome to purchase their own from Uniform NZ. If a manager purchases their own items they are only to be worn at meets where they have been appointed as Manager by Swimming Southland
- **Meals** – Plan all your meals before you go – Run the menu past the coach. Don't suddenly try and get the kids to eat super healthy foods, simple nourishing meals are appropriate. Keep to foods that swimmers will like and actually eat. Consider purchasing pre made lasagnes/meatballs etc. through a wholesalers such as Bidvest or The Food Hub before you leave
- **Meet Rules** - Familiarise yourself with rules pertaining to the meet
- **Pre meet team meeting/training** – A team meeting will be held at the conclusion of the Team Training (date to be set by Head Coach). A swimming Southland Board Member will attend the meeting (taking the opportunity to go over the Swimmers Agreement)
- **Room Allocations** – You will be provided a room by room bedding layout once the entries close and the Executive Officer has finalised the team's booking. Run your plan for bedding past the Coach. Swimmers don't need to be advised of room allocations before leaving
- **Shopping Lists** - Prepare shopping lists before you go. Think about what you need to buy fresh each day for tomorrow meals and list all the foods you will use each day saves heaps of tie and by doing the list you don't miss anything
- **Travel Logistics** – These will have been completed by the Executive Officer and are not be changed by Team Managers

During the Meet

- **Behaviour** - Be familiar with the current Swimming Southland Swimmers Agreement. Any behavioural concerns arising are to be dealt with by the Head Manager & Coach and if necessary documented in your Managers Report. Should

any concerns present, document and keep for your information in case it may be required at a later date.

- **Breakfast** – Make sure you see each swimmer eating breakfast
- **Daily timetable** – Keep to the Coaches timetable and make sure if there is a change to it that every swimmer is aware of it
- **Daily Team Meetings** – Liaise with the coach to ensure a time is set that is suitable to everyone and that everyone is aware of the time
- **Drug Testing** - Fully support any swimmer selected for drug testing.
- **Laundry** - Arrange for laundry to be done
- **Manager Meeting** - 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).
- **March Past** - Check details if being held– arrange swimmers for this in conjunction with coaches. (Usually held at beginning of first evening session)
- **Marshalling** - Ensure all swimmers report to Marshall when required, they must check in with you before leaving allocated team area.
- **Medal Ceremonies** - Ensure swimmers attending medal ceremony are there in plenty of time (or appointed person to collect) and dressed appropriately.
- **Meals** – Make sure these are ready in a timely manner and if there is more than 1 manager, have 1 return to the accommodation to make sure this happens and leave one at the pool
- **Medical Appointments** – arrange medical appointments for swimmers if and when required and if the swimmer cannot pay, use the debit card and inform the Executive Officer of the cost and keep a receipt so the family can be invoiced upon the team returning home
- **Photo's** - Have camera on hand for medal presentations and send through to the Executive Officer so they can be placed on Facebook
- **Parents** - To develop a cohesive team culture, while also developing independence should parents wish to see their child during the meet, they must contact the Head Manager in the first instance to arrange a suitable time.
- **Protest** - Discuss with coaches before submitting and try to contact the swimmers parents. Obtain a receipt for protest fee if overturned.
- **Relay Teams** - Finalise any relay team entries or changes with the coach and update these as required with the control room.
- **Results** – Assist the Coach with recording all swimmers' results from each race including finish times and placings, so the Coach can send the Executive Officer which swimmers have finals and then medalled
- **Seat Plan** - Obtain a seating plan at end of each session (posted on website or in team boxes).
- **Session Sheets** - 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.
- **Strapping** - Any swimmer with strapping must report to the Meet Director for signing off.
- **Swimmers Welfare** - 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.

- **Team Meal** – If you want the whole team can go out for meal after the final session 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 team later at night. A popular choice in the past has been ordering takeaways and eating at your accommodation
- **Team photograph** – arrange for a parent to take a photo of the team/coach/managers at some stage
- **Team Work** – If you are the Head Manager ensure you keep in touch with the Assistant Manager and coaches
- **Withdrawals** - Remember that any withdrawals from finals must be made within the allocated time. Swimming Southland would like swimmers to race in all the events they have chosen to enter. Swimming in a final is a privilege so there will be no withdrawals unless absolutely necessary

After the Meet

- **Accommodation** - leave accommodation in good condition and neat and tidy.
- **Returning of items** - arrange the return of all items you were issued with to the Executive Officer
- **Receipts** – give all these to the Executive Officer when you return the Debit Card
- **Managers' Report** - submit a Managers Report (template will be supplied), submission dates will be set by the Executive Officer to coincide with Board Meetings

Managers Folder

This is the place where you keep all the paper work that is essential to the team, so keep this folder with you at all times. **In your folder will be:**

- **Budget running totals** – Sheets to record spending to assist with keeping an eye on your spending (food, activities and fuel running sheets provided)
- **Entries** – a copy of the all individual and relay entries
- **Medical Overview** – A quick reference for making sure you know who suffers from what without having to read every form
- **Medical Consent Form** – These will be filled in alphabetical order at the rear of the folder
- **Meet Conditions/Rules** - Please make sure you are familiar with these before the Meet
- **Protest Money** – \$100 cash for a protest, if you use this, please withdrawal another \$100 with the debit card
- **Travel details** – A spreadsheet detailing each swimmers travel details & booking references

Swimmer Supervision Guidelines

Introduction

This section is intended to give an overview to the Management Team, but please make sure you read the SWIMMING NEW ZEALAND MEMBER PROTECTION POLICY MANUAL before travelling with any team

Rationale

Adult supervision of Swimmers is required in a variety of situations and caution should be exercised where one to one contact with a swimmer is concerned

Objective

To maintain the safety and health of swimmers and the Management Team alike.

Guidelines

- Try to avoid being alone with a swimmers but if the situation arises, be professional and cautious and ensure that you are clearly visible to other people.
- Avoid transporting a swimmer on his/her own if possible.
- Use careful judgement regarding physical contact when coaching.
- If a swimmer has put at risk the health or safety of himself/herself or other swimmers, by his/her actions, appropriate intervention by a supervising adult is justified. A verbal warning must be given first. If restraint is necessary then such restraint must not be excessive.
- Swimmers must not be subjected to any form of abuse.
- Adults act as important role models for swimmers. Actions deemed inappropriate include the use of bad language.
- Caution should be exercised when entering sleeping quarters.
- Where possible wear disposable gloves when administering first aid especially when there is an open wound or bleeding.
- The consumption of alcohol by underage swimmers is not to occur in any circumstances. Under NO circumstances should the driver of any vehicle transporting players, consume alcohol.
- Swimming Southland has a smoke free policy at all times.

Conclusion

Adults act as important role models for team members and therefore interaction between adults and swimmers should be a valuable and positive learning experience for all involved.