



Team Manager Duties

Thank you for your assistance in making this a great meet for all Roskill 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 (often 10 heats for 50 metre races). 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:

1. You will need the Team Managers Bag from the club room. Contact a committee member or coach to arrange to get it from the previous session manager. The bag should contain:
 - Roskill Banner
 - Roskill Caps (\$10) all swimmers must be wearing a Roskill cap while competing, record any caps given out in the notebook provided so they can be charged to swimmers.
 - First Aid Kit
 - Manager's folder
2. Check Meet Poster for meet conditions and rules regarding warm up, scratchings, finals, fines/penalties etc.

At the Meet:

1. Arrive on pool deck before warm up. Set up chairs and put up club banner
2. Pick up club programmes and highlight Roskill swimmers on a copy for each of the managers and each coach. Check off swimmers. Take any scratching to 'control room' before the designated time.
3. Some meets have a managers meeting that you need to attend. Check Meet information/poster.
4. 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.
5. 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.
6. Remind swimmers to keep warm, eat and drink between races and abide by Roskill Swimming Clubs Code of Conduct.
7. 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.
8. 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.
9. Collect any disqualification forms. Give to the swimmers coach. DQs are usually announced by event, heat, lane so you need to listen for them.
10. 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.