

## **Swimming Manawatu Team Manager Duties National Championships**

The Team Manager is responsible for the team whilst team members are at the pool.

Prior to departure the Team Manager should ensure they are supplied with:

- A list of swimmers and their events*
- A current list of Swimming Manawatu records*
- SNZ Meet information*
- Warm up procedure*
- Seating Plan*
- Victory Ceremony Protocol*
- Rule books with information on scratching and protest rules.*
- A list of Club Team Managers and Coaches*
- Swimming Manawatu Banner*
- Representative ribbons (as required), caps and tracksuit jackets*
- Relay team members as entered by the SM Selectors*
- Protest forms and \$50 Protest Fee*

The Team Manager must attend any Team Managers Meetings held and shall:

- collect passes and programmes for team members as required*
- check the programme for correct entries*
- check the programme for correct names and spellings etc and advise corrections*
- hand in any scratchings known*
- ensure they are aware of any information specific to the meet*
- identify when and how the results are being circulated*

Responsibilities:

- Meet with Club Team Managers to ensure they are aware of any information specific to the meet.
- Arrange for the required number of team members to be present for the march past in the opening ceremony.
- Be responsible for ensuring that seating allocations are adhered to.
- Advise the team members of the requirements regarding the wearing of SM tracksuit jackets, shirts and caps and ensure that team members sit together at all times and support each other.
- Remain at the pool until the final team members' results are posted. (In case of disqualifications).
- Disqualifications should be collected promptly to provide an opportunity for protest
- Ensure that scratchings or withdrawals from finals are done in accordance with the meet conditions.

Relay Teams - the Swimming Manawatu Selectors will provide the Team Manager with a list of swimmers who have been entered in the relay events. These swimmers may be changed in consultation with Club Team Managers and Coaches.

Should a swimmer's withdrawal from a relay team at a National Meet result in that team having to be scratched, then the swimmer withdrawing shall be liable for the whole entry fee. In cases of exceptional circumstances Swimming Manawatu reserves the right not to charge.

Any protest must be lodged in writing within 30 minutes and be accompanied by a \$50.00 fee. Consultation with the Coach regarding the protest should be undertaken.

The Club of the swimmer will be invoiced any protest fee should the protest not be successful.

Upon return from the meet the Team Manager is required to:

*Return tracksuits to Swimming Manawatu*  
*Forward a written report to the Swimming Manawatu Administrator to be tabled at the next Management Meeting*  
*This should contain the following:*

- Comment of team performance including*
  - Medals won*
  - Manawatu Records broken*
  - Finalists*
  - Make up of relay teams*
- Comment on the conduct of the meet - length of program etc*
- a list of any disqualification's and the reasons*
- list of any scratchings and the reasons*
- comment on team spirit and conduct*
- did the team sit together and give encouragement to others etc*
- the names of Manawatu officials at the meet*
- any other comment or information you would like known*

Besides being provided with the Team Managers Kit make sure that any other items that you feel are necessary are made available.

**Please sign below if you have read and understand the role and responsibilities of being a Swimming Manawatu Regional Team Manager**

**Applicants Signature:** \_\_\_\_\_

Please return the form and this Job Description in full to the Swimming Manawatu Administrator [Admin@manswim.org.nz](mailto:Admin@manswim.org.nz). Keep a copy of the Job Description for your records.