



## SWIMMING WAIKATO

### Position Description – Waikato Team Manager

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#### REQUIREMENT -

A Waikato Team Manager must be appointed for all National Swim Meets and Team Trips. This includes –

- National Division II
- New Zealand Junior Championships
- NZ Age Group Championships (NAGS)
- NZ Short Course Championships
- New Zealand Open Championships

For National Meets, and where possible, the Team Manager will be a Club Team Manager or a parent who is already attending the swimming meet.

For Team Trips, ie. the Wellington Summer Champs, the Team Manager will be a specifically appointed position.

As part of the appointment process, these roles will be advertised to the wider swimming community.

#### KEY TASKS -

##### Before the Meet -

1. Each club should have a Club Team Manager at the meet. These people will be your first points of contact with regard to all team matters.
2. Liaise with Swimming Waikato before the meet to develop a list of Club Managers and Coaches, and their contact details to ensure communication with this group is easy. Sending them a text to introduce yourself is a great idea.
3. Collect Swim Waikato's Team Manager's Bag from the Swimming Waikato Office before heading to the meet. This bag should contain the First Aid Kit, Waikato Banner, Fina Rules/New Zealand Rules and the relevant swim caps & shirts for those who have not already received these items during the current year. The bag will also contain a folder with psych sheets and the pre-selected relay teams where appropriate.

Although you are not required to submit applications for Waikato Records from National Meets, it's a great idea to keep details of any records broken as these should be in your report.

4. Managers and Officials Meeting - some meets have Team Manager Meetings prior to the start of a meet and others do not. Newsletters will explain this situation and procedure.

If you are unsure of any procedural matters please see the Meet Director prior to the start of the meet or check with Control.



## At the Meet -

5. Arrange to meet the whole Waikato team before the first session. This is a great opportunity for you to hand out the Team Shirts and for you to touch base with the relay swimmers to confirm their availability.
6. When you arrive at the meet, collect the passes and meet programmes on behalf of the Club Managers. These can be distributed to the Club Managers at the team meeting.
7. Check the seating plan including any seating rotations during the meet and communicate this information to the Club Team Managers.
8. Erect the Waikato Banner close to where your team will sit. (If you are at the pool the day before and the seating plan has been provided, it is an excellent idea to put the banner up then).
9. Scratching Rule - check the meet Flyer to ensure you are aware of this rule and make sure Club Managers and swimmers are aware of the rule also. **Prior to submitting a scratching, double check that the Coach and Swimmer are aware of the fee that will be charged.** Swimmers will be responsible for any fines if they do not swim the final. Fines are to be paid at the meet to avoid problems. No refunds for any reasons – medical included.
10. At the start of each session, collect the previous sessions results sheets and the updated programme for the next session on behalf of the Club Team Managers.
11. Where possible, send a session update to Swimming Waikato's Executive Officer for posting on the Swimming Waikato website.
12. Things to note:
  - (a) Relays -
    - (i) See the Swimming Waikato Relay Selection Policy.
    - (ii) The pre-selected Relay teams will be included in the Team Manager's bag.
    - (iii) Swim Waikato Caps must be worn for all Waikato Relays.
    - (iv) As noted in the Relay Selection Policy, it is not a requirement to appoint a Relay Coach. It is the job of the Waikato Team Manager to finalise the team selection based on the Policy, and decide the swimming order.
    - (v) The final relay team will need to be advised to control – the meet flyer will include information about the timing of this notification.
    - (vi) You will also need to submit a Relay Form for Club Relays (if there are any) and submit those. Ask the relevant Club Team Manager to complete that form for you.
  - (b) Lodge protests if required – the Fina Book and SNZ Regulations and Rules are supplied as part of the Team Managers Bag. The Club wishing you to lodge the protest should hand it to you written out together with a Protest Fee of \$100. Hand the Protest to the Chief Referee within ½ hr of the time noted on the DQ form OR the occurrence of the incident. The only time you may have to put the Protest Fee forward yourself would be if you wished to protest on behalf of a Waikato Relay Team – you should obtain a receipt for reimbursement if this happens. It is the individual Club's responsibility to pay the protest fee on behalf of their own swimmers.



If in doubt about the wording of a Protest, please approach any Waikato official working at the meet and ask for their assistance (if you are able to do this without interfering with the meet) or speak to the Meet Director. You cannot protest a fact.

- (c) As noted earlier, New Zealand Records and Waikato Records will be recorded by Swimming Waikato staff BUT keep a track of all records broken as it is important that these are included in your meet report.
- (d) Mix with all the clubs and **encourage team support**, especially when a club has only one or two swimmers. Encourage teams to support swimmers in the Finals – even if that club does not have anyone competing, request them to come back for the finals.  
Encourage vocal support – you could perhaps select a Team Leader.
- (e) A **written report** is required by Swim Waikato on your return together with any relevant GST receipts (see reimbursement of expenses below). Your report should include:
  - (i) A full team list
  - (ii) Name placings in finals
  - (iii) A list of Records broken
  - (iv) Anything positive or constructive with regard to the swimmers and/or the meet.

**Remember to enjoy the meet – ask the Meet Director any questions you may have, they are happy to assist, - put your feet up during breaks – have some fun.**

#### **REIMBURSEMENT OF EXPENSES –**

Swimming Waikato will pay an amount of \$50 per day towards the accommodation costs of the Team Manager. In addition, Swimming Waikato will reimburse the Team Manager for any expenses incurred during the meet that relate directly to the position, ie. First Aid Kit consumables.

Reimbursement is made after the next Board Meeting following the receipt of the Team Manager's report.

ALL receipts related to this position must be attached to the report.

For Team Trips, ie. Trips forming part of Swimming Waikato's Development Pathway, the Team Manager's costs will be covered in full.