TEAM MANAGER – ROLE AND RESPONSIBILITY

The team manager is the liaison between swimmers, coaches and event officials. They need to be at the meet from the start of warm up until the finish, and to attend team manager briefings.

The role of the team manager is to facilitate communication between swimmers, coaches and event officials as necessary.

The team manager DOES NOT replace the role of the parent in supervising their swimmer.

The team manager may provide support to parents new to the club on responsibilities at a meet eg what is required if officiating for the first time, understanding about getting their swimmer to marshalling etc.

The team manager IS NOT responsible for informing the swimmer of their events or of the need to marshal for their event.

The team manager is responsible for liaising with and lodging paperwork with meet officials however it is the swimmer or their parent who is responsible for advising the team manager of the required information eg if the swimmer is withdrawing (or not) from a final at a championship event.

The team manager must have a current police clearance.

SPECIFIC DUTIES:

* attend Team Manager briefing
* communicate any specific instructions from the briefing to the coaches and/or swimmers
* respond to club/swimmer queries from the event organisers/officials
* coordinate time keeping roster when required
* lodge required paperwork eg purchasing lanes, withdrawals from finals (once the swimmer or swimmer parent has advised them), CLUB RELAY white cards at country carnivals
* address any basic first aid needs of swimmers and seek further trained assistance where needed.
* represent and support the swimmers (within the context of the behaviour and child protection policies of Swimming SA) and the club should any issues arise and until such time as a parent is available and/or the concern is resolved.
* organise team photo to be taken if possible, and highlight any key achievements & highlights from the meet; send through results, medals & PB's if meet mobile results not available and send to communications officer (currently Nicki J).

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