

# Team Manager Instructions

Updated October 2023

The following are instructions and information for members to assist in a Team Manager role at swimming competitions (meets). The Club needs to supply at least one Team Manager for every meet our swimmers attend. We greatly appreciate all those who make themselves available to help.

1. Prior to the swim meet you will need to collect a Team Manager's bag from the EVO clubrooms at Ōtūmoetai Pool. A key for the clubrooms is held at the pool reception. For some competitions, you may also be required to collect the Club banner from the clubroom to take to the swim meet with you.
2. In the Team Manager's bag there are pens, highlighters, a first aid kit, sanitary items, clipboards, and spare swim caps with a notebook. Check that you have enough caps for the meet as all those competing must wear a team cap.
3. If a swimmer is new to competing their first cap is complimentary. Otherwise, please advise swimmers and parents that a \$15.00 invoice will be billed to their account when a replacement cap is issued. Record the name of the swim meet, date, and swimmer's name in the notebook provided and send an email at the conclusion of the meet to the EVO Squad Administrator at [evo4squad@gmail.com](mailto:evo4squad@gmail.com) with this information.
4. Please also record accidents, injuries, or any medication given to swimmer/s in the first aid notebook.
5. At the meet, approach the official's desk and ask to collect Evolution's meet programs for team managers and coaches and distribute these. They are usually situated in a cubby hole with the club name.
6. Using a highlighter, highlight all Evolution swimmers (EVOBP) in the Team Manager's program.
7. Introduce yourself to the competitors and let them know that if they walk away from their seating area, they must let a Team Manager know. This applies even if they just want to go to the toilet, so Team Managers are aware of where all team members are at all times.
8. An Official's and Team Manager's meeting is announced over the intercom during warm-up and takes place before the meet starts. At this meeting, you should be told when the breaks will be and any rules and information for the meet including how many events ahead they need competitors at marshalling/behind the blocks. This is a good time to clarify information and ask any questions you need to. Share any relevant information with the coach/es and find out if a relay team is to be entered. If yes, find out the names, the order they are to swim from the coach/es, and hand the Relay Entry Form/s to the official's desk.
9. Your primary job is to then listen to the announcements and get competitors to marshalling/behind the blocks as required.

10. You must also collect DQ notifications when they are announced. These are to be handed to the coach/es and not discussed with swimmers by Team Managers.

11. Collect any prizes - medals, ribbons, chocolates, money, etc. from the officials (usually kept in cubby holes by the official's desk). These are given to the coach/es. DO NOT HAND OUT yourself unless the coach/es has requested you to take on this role on their behalf.

12. Any prizes not distributed or collected by swimmers, should be collected by the team manager at the conclusion of the meet. Please ask the coach if he wants to distribute these at training, or if these should be given to the EVO Squad Admin to follow up.

13. If the meet has finals, those who have made finals will be posted on a results board poolside. Note down any Evolution swimmers and let the coach know. A new meet program for finals will also be printed. You must collect and distribute to the coach/es and highlight any finalists on the Team Manager's copy.

14. Follow up on any withdrawals promptly and in accordance with the meet conditions.

15. After the swim meet the bag and banners need to be returned to the EVO clubrooms at Ōtūmoetai Pool.

### **Additional information**

16. Ratio Guide to number of TM & Coach on pool deck: 1-10 Swimmers = 1 coaches/managers  
11-20 Swimmers = 2 coaches/managers  
21-30 Swimmers = 3 coaches/managers  
31+ Swimmers = 4 coaches/managers

17. Remain aware of swimmer's scheduling and those who have back-to-back races. Before they leave the team area for their first race, advise these swimmers they will need to move straight to marshalling/behind the blocks for their second race, or else they risk missing the start.

18. You are expected to stay until the end of the session in which you are Team Manager even if your child has finished swimming for that session.

19. Swimmers are expected to stay on and support their teammates until the conclusion of the session. This includes EVO Relay Team/s even if they are not selected for the relay event/s.

20. Being a Team Manager is a fun way to be involved and is not as scary as it may first appear! If you would like to assist as a Team Manager the EVO Officials Convener will buddy you with a more experienced Team Manager to assist you.

Thank you

**OFFICIALS CONVENER - EVOLUTION AQUATICS TAURANGA**