

## TEAM MANAGER INSTRUCTIONS

The following are instructions and information as a Team Manager.

1. Prior to going to the swim meet you will need to collect the banners and Team Manager's bag from the office at the pool. These must then be taken to the swim meet with you. Please contact the Club Admin or Club Convenor, we will advise you location where the key is kept.
2. In the Team Manager's bag there are pens, highlighters, first aid kit, meet folder, clipboard and spare swim caps. Check that you have enough replacement new caps for the meet. All swimmers competing must wear a team cap. If a replacement cap is issued to the swimmer at the meet, please record the name of the swimmer, date, and child's name in the notebook provided. Please advise the swimmer that \$10.00 invoice will be billed to his/her account. Please follow up and email [evo4squad@gmail.com](mailto:evo4squad@gmail.com) or [evo4swim@gmail.com](mailto:evo4swim@gmail.com) the information of the swim caps being distributed at the meet.
3. Please record accidents or injury or paracetamol medication given to the swimmer/s in the notebook.
4. At the meet go to the official's desk and ask to collect the Meet Program for the Team Manager/s and coach/es. These will normally be situated in a cubby hole with the club name above it.
5. Give the coach's programme to the coach/es.
6. Using a highlighter, highlight all Evolution swimmers (EVOBP) in the Team Manager's programme.
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.
8. Team Manager's meeting is normally called just before the meet starts. This is announced over the intercom. At this meeting you will be told when the breaks will be and any rules and information for the meet. You would be told how many events ahead they want competitors at marshalling/blocks. Let the coach/es know when the breaks are and find out if a relay team is to be entered. If yes, find out the names, and the order they are to swim, from the coach/es and hand the Relay Entry Form/s to the official's desk.
9. Your job is to then listen to the announcements and get the competitors to marshalling/blocks when required.
10. You must collect DQ notifications when they are announced. These are to be handed to the coach/es and are not to be discussed with the swimmer.
11. Collect any ribbons/medals from the officials (normally 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 his behalf.
12. Any medals or ribbons or chocolates, money, etc, not distributed or collected by swimmer during the meet, please ask the coach if he wants to distribute these during pool side training, or should this be given to EVO Admin Squad to follow up.
13. If the meet has finals a new Meet Program sheet will be printed. Those who have made finals will also be shown on the results board. Note down any Evolution swimmers and let the coach know.

14. Follow up any withdrawals promptly in accordance to the Meet Flyer Terms and Conditions.
15. After the swim meet the bag and banners need to be returned to the Club office at same pool that you collected it from.
16. Ratio Guide to number of TM & Coach on pool deck:
  - 1-10 Swimmers = **2** coaches/managers
  - 11-20 Swimmers = **3** coaches/managers
  - 21-30 Swimmers = **4** coaches/managers
  - 31+ Swimmers = **5** coaches/managers
17. **Swimmers that swim back to back races** (1<sup>st</sup>/2<sup>nd</sup> races) need to be aware that as soon as they finished the first race they need to get to marshalling/blocks as soon as possible before their second race or else they will miss 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 to cheer the Relay Team/s if they are not selected for Relay Event/s.

Being a Team Manager is a fun way to be involved and is not as scary as it may first appear.

Thank you

**OFFICIALS CONVENER, EVOLUTION AQUATICS TAURANGA**