

BOP RELAY CHAMPS TEAM MANAGER INSTRUCTIONS

The following are instructions and information to assist in being the Team Manager/s at the annual BOP Relays.

1. The Chief Team Manager to collect the banners and team manager's bag before the weekend of the meet as Greerton or Otumoetai Pool does not open until 9:00am at weekends. The key will be in the pool office.
1. In the Team Manager's bag there are pens, highlighters and spare swim caps. All swimmers competing must wear a team cap. If a cap is issued for the 1st time there is no charge. If the replacement cap is issued to a swimmer a \$10.00 fee will apply accordingly. Please record the name of the swim meet, date, and child's name in the book provided. Thereafter please notify evo4squad@gmail.com to follow up and invoice accordingly where applicable.
2. Club Recorder or Admin to supply 5 printouts of the teams, for each TM/s and each Coach/es.
3. Chief Team Manager to meet Coach at designated chosen pool (either Greerton or Otumoetai) approximately 15 minutes before swimmers arrive to go through all the changes to teams and mark all 5 printouts accordingly.
4. Chief Team Manager will have the list of swimmers attending and their travel arrangements. Parents are to notify the Chief Team Manager on the day if they are changing travel arrangements. Chief Team Manager will mark list accordingly.
5. ALL swimmers to have hands marked with race events. This may require two team managers - 1 to write on hands and one to tick off list. At least 2-4 team managers to travel on the bus.
 - First identify swimmers travelling in cars and mark them before you leave Pool
 - Secondly mark swimmers travelling on the bus – this can be continued on the bus if needed
6. Once at relay pool:
 - using a highlighter, highlight all Evolution races in the Team Manager's programmes
 - let swimmers know that if they go anywhere they must tell a Team Manager
 - one Team Manager puts in all the team/swimmer changes immediately
 - one Team Manager collects AT LEAST 2 (preferably 6) programmes(one for coach, others for managers)
 - make sure all swimmers have race numbers on their hands
7. Managers split as follows:
 - M1 (has a programme)**
 - a) watches the races at the side of the pool to let other managers know what event they are up to.
 - b) makes sure all teams are at the end of the pool.
 - c) sends back children at the end of the race – particularly those that are in the next race.
 - d) collects any DQ's and ribbons. These are given to the coach/es DO NOT HAND OUT yourself.
 - e) Fills in paperwork – team changes, disqualifications
 - M2 and M3** organise between them to call the kids down from the seats and get them standing in their teams together at a meeting point before sending them to M4.
 - M4 (has a programme)** then tells each swimmer which end of the pool to go to and which lane. Repeats the stroke they will be swimming and if in a medley what order and what stroke. Directs any swimmer who has another swim straight away, to go straight back to the start.
8. At the end of the meet the Chief Team manager takes a roll call to make sure all swimmers are accounted for before hopping on the bus.
9. After the swim meet the bag and banners need to be returned to the Club office at Greerton or Otumoetai pool you originally collected.

Thank you

OFFICIALS CONVENER, EVOLUTION AQUATICS TAURANGA