

SNM guidelines on regional team manager and club manager responsibilities

Approved by the SNM Board on 10 June 2014. Revised 12 May 2015.

Regional Team Manager Responsibilities

General

1. A Regional Team Manager is assigned for all National and South Island swim meets. The Regional Team Manager has oversight of the regional team and ensures that managers, coaches and swimmers are kept well informed of any changes in meet requirements, delays, rules etc.
2. The Regional Team Manager is also the primary line of communication between the regional team and the meet director, meet recorder and other officials.
3. The Regional Team Manager should arrange with club team managers and/or coaches for a regional team photo prior to or during the competition, using a camera to produce quality suitable for publication in newspapers. If the photo is to be taken during the competition, this should be announced to all clubs prior to the meet.
4. The Regional Team Manager needs to be at the pool 1 hour before the first race for each session and stay until the last swimmer has raced. This is to be available for withdrawals or other issues that require approval from the meet director. (E.g., injuries can occur at warm up, relay teams may need altering, swimmers may make a final that they do not want to swim.)
5. The Regional Team Manager should be familiar with the swimmers, coaches and team managers and ensure they understand the regional and club manager's responsibilities, e.g. any issues with swimmers or team, withdrawals (when they are due with you), medical issues (e.g. injuries, medication, strapping). Strapping only needs to be approved by the Meet Director once for any given swimmer.

Regional relay teams

6. The SNM Registrar will select swimmers for regional relay teams and get club recorders to confirm swimmers' availability for selection prior to submitting entries. The Registrar may seek the Regional Team Manager's assistance in making selections.
7. The Regional Team Manager should ensure club managers are aware of their swimmers' regional relay commitments.
8. The Regional Team Manager has the ability and full discretion to adjust relay teams at the meet in accordance with the rules of the meet. This may be necessary if swimmers have to withdraw for health or injury reasons – or if a faster combination is agreed upon with coaches. Before making changes, the Regional Team Manager shall consult with team managers, coaches and swimmers wherever possible.
9. Be aware of the deadline for submitting changes to relay teams (usually 30 minutes before start of the session).
10. The Regional Team Manager is responsible for ensuring that regional relay teams are marshaled on time, ready to be called for their relay.

Withdrawals

11. Make sure you know the withdrawal rules (usually listed in the flier, e.g. withdrawals

must be in before the end of the previous session; money back only with med cert). Withdrawals must be approved by coach and the form signed by the Regional Team Manager.

12. Don't let swimmers come directly to you for withdrawals. Send them to their coach and get them to complete the form that you then sign and hand in at the recorders table.
13. Go to the Meet Director if an exemption from a fine is sought. This can be \$20-\$50 if swimmers don't show for a final and a Withdrawal has not been submitted on time.

Disqualifications

14. The Regional Team Manager is responsible for collecting disqualification notices (DQs) and deciding whether to appeal DQs of SNM swimmers. DQs are often announced by event, heat number and lane and must be collected from the recorders table, and there is only 30 minutes from time of the notice to lodge an appeal.
15. While it is the primary responsibility of coaches and team managers to watch races for possible DQs, the Regional Team Manager should also watch races where possible so that, should a DQ be issued, there is more than one view of what actually occurred. For this reason, it is helpful if the Regional Team Manager is a qualified official.
16. If a coach or team manager considers that a DQ has been wrongly issued and wants to appeal, this must be discussed with the Regional Team Manager as s/he must lodge any appeal on behalf of clubs from our region.
17. Appeals must be accompanied by a \$50 bond, which is returned if the appeal is upheld but otherwise forfeit. The bond is the responsibility of a swimmer's club except for regional relays, in which case the region will cover the cost.
18. Some of the issues to watch for include DQs issued for the wrong lane and for swimmers not being present at marshalling when in fact they were present and not called.

Programmes, notices etc

19. At the beginning of each session, collect results from previous session, programmes for the new session and any notices. There should be enough programmes to cover coaches and managers in the team. Distribute one program to each assigned manager and coach from each club.
20. Marshalling: this is the club team manager responsibility but keep an oversight and tick off as you see swimmers go, especially if you have clubs that are new to bigger meets.
21. Make sure everyone is drinking regularly and eating appropriately.
22. Attend all meetings of Regional Team Managers, which are usually at the beginning of the session. Check the meet info sheet and listen for announcements during the meet. Report back to all NM clubs team managers.
23. Know when the medal ceremonies are. Check the finals sheets as they are posted to see who is getting medals. Again, this is a club team manager and swimmer responsibility, but the Regional Team Manager should help keep an eye on this.
24. If required, assist club managers to manage behaviour. Most swimmers are really good when away, but there are poolside rules to be followed.

25. If there are heats and finals, ensure all swimmers are aware of any finals they are in and follow the rules as set out in programme for any withdrawals (usually within 30 minutes of being posted, so need to keep an eye on this).

Pastoral care of swimmers

26. The Regional Team Manager is responsible for ensuring appropriate pastoral care is provided by the swimmers' parents – or in their absence by the club manager and coach. In the absence of all three, this responsibility lies with the Regional Team Manager.

27. It is imperative that all health and well-being issues are known prior to the swim meet and that issues that arise are handled sympathetically with care and understanding. Swimmers work incredibly hard to get to the swim meets, they have significant goals and can get very upset when injury or health and wellbeing issues interfere.

Pastoral care of swimmers – regional vs club responsibilities

28. Pastoral care of swimmers who are not accompanied by a parent or legal guardian rests, in the first instance, with the team manager for the swimmer's club.

29. If a swimmer attending a meet is not accompanied by a parent or legal guardian nor by a team manager or coach from their own club, the swimmer's parent shall arrange with a team manager from another club to act as team manager for their swimmer.

30. If an issue arises and neither a responsible parent nor team manager is available, the Regional Team Manager shall be responsible for pastoral care of the swimmer concerned until such time as a parent or the team manager can assume responsibility.

31. Pastoral care of swimmers shall follow the principle of "in loco parentis" – those responsible for pastoral care have a duty of care to act as if the swimmer were their own child.

Club Team Manager Responsibilities

Care of swimmers

1. In the absence of a swimmer's parents or legal guardian, the club manager has the primary responsibility for pastoral care.
2. It is imperative that the club team manager is aware of all health and well-being issues prior to the swim meet and that issues that arise are handled sympathetically with care and understanding. Swimmers work incredibly hard to get to the swim meets; they have significant goals and can get very upset when injury or health and well-being issues interfere.
3. Ensure all swimmers are fed and watered before they arrive at the pool. A good breakfast is important. Swimmers should be ready for warm-up with cap and goggles and report to the coach on time.
4. Ensure all swimmers have water and something to eat during the session.
5. Ensure all have their team uniform. Have spare caps for breakages.
6. Be aware of any swimmer with a medical condition e.g. asthma. Ensure they have their meds with them.
7. Send any swimmer with strapping to regional team manager who will get it approved by the Meet Director
8. Pickup race packs from the recorders table and distribute entry passes to swimmers and officials.
9. Ensure swimmers stay warm.
10. Manage behaviour. Most swimmers are really good when away, but there are poolside rules to be followed.
11. Main thing is, check everyone is okay and enjoying themselves! Emotions can be very topsy turvy at a meet where swimmers have high expectations of themselves!
12. And enjoy yourself, too!

Marshalling, relays and medal ceremonies

13. Mark session programme by highlighting all your club swimmers at beginning of each session. Count heats back (10 heats for 50m events and 5 heats during longer events) and mark the programme to indicate who is due to go to marshaling at that time. Swimmers may self-manage this process – however delays can occur (or events can run ahead of the programmed time) and it is the club manager's role to ensure the swimmers are aware of their time to marshal.
14. When swimmers are due for marshaling, make sure they have a drink and send them to see the coach before going to marshaling. On their return, they talk to the coach and then have a warm down and something to eat.
15. Organise relays well in advance. Swimmers need to be aware at the start of the swim meet what sessions they are required for Club AND Regional Relays. Swimmers and Coaches will already be aware of this as they will have approved the entry of the swimmers into the relays – however swimmers can forget and leave the premises, which can result in costly penalties.

16. Know when the medal ceremonies are, and check the finals sheets as they are posted to see who is getting medals. Ensure the swimmers receiving medals are in correct club attire. (At national meets, no one is permitted to appear togs-only on a medal dais – ever!)

Withdrawals and DQs

17. Withdrawals must be approved by the coach. Once coach has confirmed, complete the withdrawal form and hand to Regional Team Manager to get to the recorders table on time (see rules of the meet about this). Late withdrawals can incur penalties (\$50 at National and South Island meets).
18. Listen for and ensure DQ's are collected. They often announce the event, heat number and lane and you collect from the recorders table. Each meet will be a little different – the Regional Team Manager may be required to collect DQs at some meets. Local meets tend to deliver DQ's to you!
19. The primary responsibility for watching swimmers for possible DQs rests with the coach and club team manager. If you consider that a DQ has been wrongly issued and want to consider lodging an appeal, this must be discussed with the Regional Team Manager as s/he must lodge any appeal on behalf of clubs from our region. Appeals must be accompanied by a \$50 bond, which is returned if the appeal is upheld but otherwise forfeit. The bond is the responsibility of a swimmer's club except for regional relays, in which case the region will cover the cost.
20. If there are heats and finals, ensure all swimmers are aware if they are in finals and follow the rules as set out in programme for any withdrawals (usually within 30 minutes of being posted, so keep an eye on this).