



TEAM MANGER GUIDLINES

For most of the time your swimmer's Coach will not be able to attend your child's gala especially if there is more than one gala on in a weekend. Instead a parent can take on this role for some or part of the day. The spectator entrance fee would be waived for that session. In most cases we will rely on volunteers but in some instances we will have to nominate someone if a volunteer hasn't come forward.

A nominated parent may be asked to organise the TMs across the whole of the gala so that there is 1 point of contact. Any TM pulling out of their session needs to provide their own replacement.

TMs need to:

- be CRB checked (if doing this regularly, not needed for a one off)
- be available for whole session or at least until **ALL** children have completed their races
- provide a mobile number for contact

display the ability to do it – e.g. be confident (otherwise children won't be..)

be prepared to work alone on some occasions.

- encourage team spirit

TASKS for TEAM MANAGER only:

1. picks up coaches pack
2. asks that cards are posted or children have signed in
3. needs to be easily identifiable wears badge/club T shirt and wears appropriate footwear (pool shoes)
4. knows which children are meant to be there for that session and knows which events those children are doing
5. sorts out deletions i.e. If someone pulls out of a race on the day you must let the officials know before warm-up begins
6. knows who's warm up it is and supervise if necessary, (sometimes host club provides lane marshals)

7. knows order of events
8. checks children's events for that session and instructs what the warm up should be (Iryna/other coaches can advise on warm-up structure)
9. marshals children to whipping area – this is the area where swimmers are put in their heats prior to their race
10. remind children to take goggles, hats, drinks to whipping area
11. manages illness/nerves, food intake pool side – by 'manage' we mean decide on action needed e.g. Parental help and restrict inappropriate foods such as fizzy drinks and chocolate/sweets
12. motivates and supports all children as well as own
13. takes note of split/times (only for the advanced swimmers at high level galas) A parent/spectator can be nominated to do this
14. gives feedback and praise to all children – by which we mean times/placings etc, nothing negative
15. avoid walking length of pool when a swimmer is racing – could be seen as pacing
16. manages and maintains good behaviour of all children even if parents are in the spectators area i.e. be in loco parentis
17. encourage children to support/cheer for team mates unless asked not to by swimmer (may need to concentrate on counting lengths in distance swims)
18. agree who to hand over coach's badge to if you need to leave poolside.
19. sends **medal winners and times** to Webmaster and Press Officer by Monday for inclusion in the paper for that week. Feeds back results to coach. This can be coordinated/collated across all sessions with any other TMs . There could be a 'lead TM' in place for this task. Last session results can be pending if unable to wait till official results are published
20. follow all other codes of practice as laid down by the ASA

TM's are only responsible for children for that session. Once the session is over, parents (or nominated adults) are then in charge.

(Committee approved 15/12/11)