

Role Guide Team Manager Duties

All meets require you to collect the team managers bag from Stokes Valley pool. Please check the bag to ensure that it is fully stocked (pens, highlighters, clip boards, banner, scratching book, first aid kit).

1. If the event is at WRAC please make sure you have a have a Team Manager card to show at the door at Swim Wellington Meets. Entry at WRAC for Team Managers is through the side door with the swimmers and officials.
2. Select an area to sit and hang banner – Swim Wellington meets will have a seating plan. Other meets held at WRAC John likes the club to be pool side about the middle of the pool. Naenae meets our club normally like to sit the Swimzone storage cupboard. Other pools where ever you think is best and where you can get enough seats for swimmers. Swimmers to sit together as a team. Parents should sit away from swimmers. Don't be afraid to ask Swimzone parents or parents from other clubs to move over or away. Seating is often limited or assigned and Swimmers, coach and team manager get priority.
3. All swimmers competing at WRAC should have their black swimmer WRAC cards.
4. Go to officials desk and ask for the team manager and coach programmes for SwimZone
5. Highlight all Swim zone Swimmers in all programmes. Be sure to double check you have everyone. Give Coach a copy of the programme
6. If you are aware of any scratching please tell the officials at the desk, you will be required to fill out a form and enter the scratching in the red book in the team mangers bag.
7. You may have to attend a team manager meeting during warm up.



Meets with Marshalling

A board will be flipped with event number or event and heat number. E.g. if it states 0103 all swimmers in event 1 up to heat 3 must go to the marshalling area. If it just states 01 all event one swimmers should proceed to marshalling area. Use your common sense though, e.g. if a swimmer is in heat 18 of event 1 they will not need to go over till closer to their event, usually 6 races away. Swimmers to speak to coach before and after every race. Make sure you allow them time to do this. Keep a close eye on the board as it can change quickly and jump event numbers. It is important you know where our swimmers are at all times, so they should let you know if they are leaving the seating area to go to the toilet, etc. Make sure swimmers know the event they are swimming before sending them to marshalling.



Meets with Self Marshalling

You must keep a very close eye on what events are being raced and have raced. There will usually be no event number board being flipped. As a general rule swimmers are sent to the starting area 4 races ahead of time. If it is 50m events though, please send swimmers 6 races ahead of time. Common sense is needed as if it is an event such as a 1500 swimmers can be sent along a little later. It is a good habit to cross off each race as it has been raced. Remember to allow swimmers time to talk to the coach before they go to the starting area. Make sure swimmers know what event they are swimming.

Disqualifications (DQs)

If a swimmer has been disqualified the team manager will be called to the desk discreetly hand the DQ notice to the coach.

SWIMZONE
Racing