

Role Guide

Away Team Manager Duties

The purpose of Swimzone Racing attending either National or Regional Swimming Competitions out of Wellington is to provide SZR swimmers with the opportunity to compete at a swim meet against elite swimmers from around the country. Swimmers will be expected to compete to the best of their ability and represent themselves, SZR and Wellington Swimming with pride. The competition will give them valuable competitive experience and contribute to the achievement of their own personal swimming goals. An away meet is also an important team building experience where swimmers learn to be independent, bond as a cohesive group and enjoy the support and comradery of their team mates.

The Away Team Manager [ATM] for meets out of Wellington needs to be committed to providing an approach upon which they, the coach and swimmers can develop a positive team environment with the aim of optimal performance for all involved.

The ATM will be responsible for coordinating the organisation and management of SZR's travel to an away meet. Depending on the number of swimmers the club will may appoint assistant managers to help the ATM with the organisation and management of the team. The ATM will be ultimately responsible for the team and shall delegate duties to the assistant managers as appropriate.

Responsible To

- Swimzone Racing Board Chairperson
- Coach

Funding

The SZR Club will provide financial assistance to the ATM for their accommodation and travel costs. The expectation is that those making the bookings will attempt to find cheaper options within reason where possible.

Requirements

- Good communication skills including the ability to liaise with parents, swimmers and Coaches.
- Organisational skills.
- Knowledge of meet rules and regulations (or willing to learn)

Responsibilities

Provide effective, efficient and ongoing communication regarding the event to all eligible participants with the goal being to encourage all eligible SZR members to attend the event.



Encourage and facilitate an environment of positive team spirit.

Oversee all aspects of organisation for coaches and participants** including travel, food and accommodation prior and during the meet. Maintain a register of participants and their emergency contacts.

Maintain a register of participant's arrival/departures.

Arrange pick up and drop off to/from the meet and on a daily basis to/from the venue for coaches/swimmers**.

Arrange provision of food for coaches and swimmers in a timely fashion dictated by the meet programme**.

Manage swimmer participation at the pool including scratching's to meet officials, ensuring swimmers are marshalled in sufficient time, notifying swimmers that they are in a final.

Maintain a register of, and accommodate all, medical or dietary requirements of coaches and participants**.

Manage all aspects of discipline during the meet, at and away from the pool**.

Manage Health and Safety of coaches/swimmers for the duration of the meet. Collect and maintain first aid kit. Cost of replacement items will be reimbursed on presentation of receipt.

Where managers are responsible for invoicing/payments, ensure that invoices are forwarded to Club Treasurer for prompt payment.

Preparation

- Identify yourself as ATM and provide contact details to swimmers and parents.
- Liaise with SZR development subcommittee Team Managers to forward relevant information to swimmers and parents.
- Book accommodation (three quotes may be required if applying for a grant) and select preferred arrival and departure flight for Board approval.
- Source quotes for van hire and fuel costs +/- shuttle to and from accommodation if appropriate**.
- Confirm group booking for accommodation once approved**.
- Liaise with SZR Coaches through-out the planning phase.
- Plan a menu and request a contribution from those attending to provide a meal that can be reheated**.
- Internet supermarket shopping to be delivered to accommodation on morning of arrival if appropriate**.
- Liaise with the SZR Race Secretary regarding eligibility reports, entry closing date and swimmer entries.
- Seek guidance from Coach and coordinate race entries for relays if applicable.
- Communicate and inform swimmers and parents regarding the correct uniform, programme changes, SC v LC qualifying times, meet guidelines, seating arrangements and scratching rules.



- Liaise with local event organiser for any updated information, seating arrangements and lane hire for training on day of arrival.
- Advise those attending the meet of Event Merchandise when available.
- In conjunction with the coach draft a daily timetable with session times, arrival times and other organised activities including contact numbers of ATM and Coach.
- Download swimmers entry files and Meet information.
- Check and prepare ATM bag with SZR Banner included.

During Meet

- Respect the privacy of Coaches and participants at all times; offering positive support and encouragement.
- Identify yourself with meet organiser and point of contact for any information +/-issues.
- Liaise with the Wellington Team Manager if present.
- Collect and distribute swimmer entry passes.
- Attend any meetings called for Team Managers.
- Manage all sessions poolside.
- Have swimmers ready to go to marshalling ensuring swimmers know where to go when marshalled.
- Ensure correct procedure is followed to withdraw swimmers in appropriate time frame.
- Ensure on-going effective communication between the Coach and swimmers.
- Review and confirm daily timetable with Coach throughout the event and communicate any changes clearly to swimmers.
- Discuss and manage any issues arising throughout the trip in a timely and confidential manner.
- Collect all results and distribute to Coach.
- Assist swimmers to collect Medals if required.
- Manage protests on behalf of swimmers.

Post Event

- Welcome feedback from parents, swimmers and Coach and incorporate this into your report.
- Collate and forward on all invoices to SZR Club Treasurer for prompt payment.
- Submit a report to the SZR Board following the meet within a month of return (there is a template for this).
- Keep useful documentation together for future ATM.

** The requirements for this is slightly different for Auckland Juniors from the other away meets. Given this is a meet for 12 and under swimmers the swimmers travel and stay with their parents. The ATM for Auckland Juniors is not ultimately responsible for the swimmers apart from when they are at the pool. At all other times the parents are responsible. It is however the ATM's job to make sure that all the parents are aware of the club and coaches expectations of the swimmers and parents at the event.

