



Casuarina Storm Swimming Club

Team Manager

The main role of the team manager is to assist the coach and liaise with parents/carers and swimmers. The team manager is there to help swimmers marshal in a timely manner for their events. However, it is ultimately the swimmer's responsibility to marshal on time. The team manager also liaises with event staff and technical officials on behalf of the team.

The team manager ensures there is team cohesion at competitions. This may include the organisation of the logistics when the competition is at a different venue, for example, at the Katherine Carnival or at an interstate meet.

Who we are looking for

- You will be enthusiastic with a good knowledge of the club and its athletes.
- You will be an excellent communicator, with the ability to communicate with a range of individuals including; athletes, parents, coaches and event staff.
- You will have an understanding of competition requirements to ensure athletes are prepared and ready to compete. This may be different for different meets, so understanding the information in the meet program is essential.
- You will be able to relay information in a concise manner and make quick decisions based upon the best interests of individuals and teams.
- You will have the ability to remain calm in difficult and changing situations.
- You hold an up-to-date Ochre Card (Working With Children Check)

What does the club expect from a team manager?

- To provide a central point of contact for the team at the swim meet.
- To attend team manager briefings as required.
- To provide information to athletes, coaches, parents/guardians as appropriate.
- To be responsible on behalf of the team for any protests lodged during a competition.
- To check that all relay swimmers are present at the beginning of a session and if not, liaise with the Coach to submit changes to the booth.
- To promote positive team spirit and behaviours.

Meet Checklist

- Print off the program and highlight the Casuarina Storm swimmers. The plastic sleeves and table for putting the program on will be in the Club Trailer at Parapool.
- Read the information contained in the meet program to ensure you know all the requirements.
- Send message in Team App to let parents and swimmers know you are the team manager for the meet.
- At the meet, attend team managers' meeting if there is one.
- Check that all relay swimmers are present. If not, speak to the Coach to find substitutes. You will need to submit a relay change form ONLY if the first swimmer is different. If the team has a chance of setting a record, a relay change form should be submitted.
- Remind parents and swimmers that they should speak to the Coach before marshalling for their events. **As a general rule** –Swimmers entered in the first two events of each session must report to the marshalling area at least five minutes prior to the start time for each session. For all other events, swimmers will need to be in the self-marshalling area at least 4 heats prior to the commencement of their heat for 50m-200m events and 2 heats for 400m events and over.
- Remind swimmers not to wander off – they are responsible for knowing what events they are swimming and being ready to race. It is not the team manager's job to chase swimmers and go looking for them.