

GUIDELINES AND PROTOCOL FOR TEAM MANAGERS.

The key role of a club Team Manager is to ensure the safety of swimmers within the team, along with the coach. Make sure that all members are given the best opportunity possible to perform to the best of their ability. (Note at a national meet only the Regional Team Manager may deal with the Meet Management.)

A Club Team Manager must:

Ensure all team members are in a safe environment and ready to race when required. Each club will have their own protocols around this.

Ensure the team members adhere to the competition protocols. These include but are not limited to the Auckland Child Protection Policy, and the Auckland Warm up Procedures document. Both of these documents are available on the Auckland Swimming Website and have been sent to all clubs. **Team members may be removed from pool deck for any inappropriate behavior to any official, coach or swimmer or any other person present at the meet.**

Pool Deck Safety:

Officials require a clear view of the pool to enable them to administer the rules fairly to all meet participants. There the following requirements need to be maintained and the team manager is responsible for ensuring that:

A clear area is kept around the starting area, in front and beside the control room.

No team member should ever go between the referee/ starter at the start end of the pool.

This includes coaches, managers and swimmers.

A minimum of 1 meter on each side of the pool must be kept clear at all times for Officials to access the pool deck in a safe manner.

Remember that the officials are **volunteers** and without them swim meets would not be able to proceed. Ensure that the whole team is aware that any abuse of an official will not be tolerated. This includes verbal, physical, and innuendo.

Never allow any member of the team to enter the Admin / A.O.D. room. It is the Team Manager's role to deal with any issues that may arise.

Ensure that only authorised persons remain in the team area. This means the coach and Team Manager that signed in at the door, plus registered swimmers. The number of support personal is dictated by the number of swimmers in the team and it is up to the club to appoint people to these roles. The SNZ guidelines are a well published document that is readily available. This document is also on the Auckland Website and will apply to all meets. No one, including parents, may enter the area past the competition side of the dive well, even if collecting children unless they form part of the team personal. The Team Manager will send the swimmer to the parent rather than the other way around.

At the end of the meet, ensure all seating is put away in the correct place and all rubbish is picked up.

Do not use Emergency Exit switches to open locked doors to gain a quick exit from the pool. In many cases opening of these doors without the correct swipe cards will immediately alert a security call out which add costs to the Meet Management.

Common problems a may be required to deal with.

Scratching / Withdrawing - First check the scratching rule and timelines for scratching. If within the advertised time frame, complete the form for each swimmer (if the scratching is for all events then 1 form will suffice). If it is for individual or selected events then multiple forms must be written. Never put multiple swimmers on the same form even if scratching from the same event.

Disqualification – First you will need to sign that you have received the DQ. Then check that the DQ has been written correctly e.g. correct event, swimmer, lane, heat and reason for disqualification. The coach should be able to assist you with this. Never approach the official who signed the DQ for clarification. If you are still unsure the Team Manager may check with the referee for an explanation.

If the coach / swimmer believe the DQ is incorrect you may lodge a protest – but remember you cannot protest fact. The Team Manager has 30 minutes from the notification of the DQ to lodge a protest.

Protests – All protests must be completed by the coach / Team Manager on an official protest form (available on the Auckland and National Websites). Write all details pertaining to the protest – extra pages can be used but remember video or any other photography will not be accepted as part of a protest. Once the form is complete hand it along with the protest fee of \$50 to the Meet Director / Referee. They will look at the protest and give an answer. If you are unhappy with the response you can ask for a Jury of Appeal. The Team Manager / Coach are the only people able to lodge protests.

At a National Meet clubs must complete the above paper work and then hand it to the Regional Team Manager for lodging.

The club will be notified of the outcome of the protest or Jury of Appeal decision and if the protest is upheld the \$50 will be returned.