

POLICY

TEAM MANAGERS @ SwimmingSA Meets

Policy: 5002

Effective 1st July 2011 - Updated 27th June 2016



The purpose of this document is to provide information to clubs with regards to SwimmingSA's Policy and Procedures surrounding the use of Club & District Team Managers at SwimmingSA Events.

Team Managers have an extremely important role ensuring the successful management of the team and welfare of the athletes in their care. Regardless of the team you are managing – Club, District, State or National the responsibilities and duties are similar. A generic job description for a Club Team Manager including a checklist of duties and responsibilities for consideration is located at the end of this policy.

Definitions:

1. Team manager is:
 - A person who is a member of an affiliated Club; and
 - Has been duly appointed as the point of contact for a Club or District at a SwimmingSA event.
2. Meet is:
 - A competition/swim meet conducted by SwimmingSA
3. Secure Area is:
 - Any area in the venue that is not open access for spectators

THE POLICY

As of the 1st July 2016, each Club or District who competes at a SwimmingSA event **MUST** nominate **at least one** Team Manager in the form prescribed by SwimmingSA **PRIOR TO EACH MEET**.

Clubs/Districts may nominate additional team managers to ensure an appropriate duty of care is maintained for swimmers if they have the following number of competing swimmers:

Number of competitors	Maximum number of additional team managers allowed per club/session
20 or less	No additional team managers allowed
21 – 40	1
41 – 60	2
61 – 80	3
81 or more	4

Carers of multi-class swimmers requiring additional assistance must also nominate prior to the meet.

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THE PROCEDURE

For **Every SwimmingSA Meet** - Each competing **Club/District**:

1. Must nominate or instruct their desired team manager to nominate using the online form prior to the closing date specified for each meet.
2. May nominate an individual person as their Team Manager for:
 - a. The whole meet,
 - b. A singular session or
 - c. Multiple sessions

For meets with multiple sessions Clubs must nominate a team manager for each session in which they are competing (even if it is the same person as any other session for the same meet).

3. Pay for any additional team managers nominated (\$5 per nominated team manager per session)

For Every SwimmingSA Meet - Each nominated **team manager** must:

1. Meet the following conditions:
 - a. Register online prior to the specified closing date for team manager nominations
 - b. Be a member of SwimmingSA
 - c. Be a member of the Club/District that they are undertaking the team manager duties for
 - d. Have provided SwimmingSA with a copy of their current Police Clearance or Department for Communities and Social Inclusion Screening enabling them to work with children
 - e. Agree to the child protection declaration when nominating to undertake team manager duties
 - f. Follow all lawful directions given to them by meet organisers and officials
 - g. Comply with Swimming Australia and SwimmingSA Procedures, Rules and Policies
2. For each session/meet report to the Event Entry Gate:
 - a. Sign in
 - b. Receive free entry
 - c. Receive program
 - d. Receive wristband. This wristband must be worn at all times during the allocated session/meet.
3. Undertake the following duties:
 - a. Attend team managers meetings
 - b. Complete any paperwork necessary for the running of the meet as relating to their club/district
 - c. Report to officials as called upon
 - d. Coordinate the clubs volunteer officials to ensure all positions are filled
 - e. Ensure they take an appropriate duty of care for the swimmers in their club and any other swimmers in their immediate environment to ensure a safe and secure environment
 - f. Report any concerns or issues to the meet director

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For Every SwimmingSA Meet - **SwimmingSA** will:

1. Open and Close the online registration link for Team Managers at specified times.
2. Once registrations are closed Clubs/Districts will be contacted by SwimmingSA prior to the meet if their nominated team manager does not fulfill the criteria listed above.
3. Refuse entries for swimmers who are from clubs who do not nominate a team manager.
4. Monitor individual persons in "secured areas" to ensure safe environment.

Adoption of Strategies

1. This policy will be made publicly available on the SwimmingSA website
2. Clubs will be notified of any updates to this policy and procedures
3. Club will be provided an opportunity to change their nominated team manager (prior to the start of the meet) if they do not meet the above criteria.
4. Team Managers who do not meet the above criteria will not be recognised as an approved team manager by SwimmingSA and will not be grant access to pool deck.
5. Nominations/registrations for Team Manager duties will not be accepted on the day of a meet.

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Club Team Manager - Sample Position Description

Role:

A Club Team Manager is responsible for the:

- administration and management of the team and
- welfare of all team members at competitions

Responsible to:

The Club Team Manager is responsible to the President of the Club and generally reports to the coach or a committee member on the day of a meet.

Knowledge, Skills, Experience and Requirements

Essential

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, officials, coaches, parents, event coordinators and administrators
- Strong organisational skills
- Sound knowledge of the selection procedures and rules/regulations of the competition
- A police clearance or working with children check
- Current First Aid certificate

Desirable

- Previous management of a club team

Responsibilities and Duties – A Checklist for Consideration

The Club Team Manager has a variety of responsibilities. Some areas to consider when managing a Club Team include:

Essential

- Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training, competition and club functions
- Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
- Ensuring all equipment is safe, the first aid kit is ready for use and the swimmers are appropriately hydrating
- Ensuring any rules/regulations of the competition are carried out
- Liaising with the appropriate person regarding any athletes inappropriate behaviour, misconduct, injuries or illness
- Ensuring all welfare and safety requirements for the team are met.
- Athletes under 18 years must be supervised at all times. It is extremely important that all team managers are aware of relevant policies including:
 - Child Protection Policy
 - Harassment Free Policy
 - Codes of Conduct

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Desirable

- Drawing up a parent's roster for timekeeping
- Ensuring all swimmers remain together at the competition and support each other whilst they are representing the club
- Receiving money from swimmers or parents for fees, uniforms, fundraising, officiating and any club functions. Providing a receipt for this money, issuing a receipt to the swimmer or parent and handing the money to the treasurer as soon as possible.
- Distributing to swimmers and coaches any relevant information.