



Guidelines for Club Team Managers at Swimming New Zealand Meets

Date: 25 May 2020

Purpose:

To give direction for new and existing team managers on their roles, responsibilities and expectations from Swimming New Zealand (SNZ) while on pool deck.

Applies to:

- Junior Festival
- Division II Championship
- National Age Group Championship
- New Zealand Short Course Championship
- New Zealand Open Championship
- New Zealand Open Water Championships (where applicable)
- New Zealand Secondary School Championships

All club appointed Team Managers at SNZ events must be registered on the SNZ Database (either as a Volunteer, Friend of Swimming, Technical Official, Swimmer or Coach) and comply with accreditation requirements outlined in SNZ Policy 009.

It is expected that Team Managers have a sound knowledge of Swimming New Zealand event policies and have read the specific event information.

When submitting the Coaches and Team Managers the club administrator/representative is informing SNZ who the person/s acting on behalf of the club are for that event.

SNZ recommends each individual club have their own rules and guidelines for Team Managers & swimmers outside the competition area.

Any team member who have been deemed to breach SNZ Policy 009 may be removed from pool deck.

Key Roles for Team Managers

Be responsible for the overall welfare and well-being of team members and officials when travelling with a team.

Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.

Maintain a 'duty of care' towards team members and be accountable for the management of the team.

Foster a collaborative approach to the management of the team.

The Resolutions Desk

The resolutions desk is the Team Managers main point of contact for all enquiries.

The location of the desk will be confirmed at the Team Managers meeting as it may differ from venue to venue

The resolutions desk will usually be attended by a Technical Official to ensure matters are dealt with as quickly as possible.

Only a Team Manager, with the correct accreditation, can change relay team names, lodge withdrawals and protests etc.

Withdrawals & Protests

SNZ Policy 008 outlines the policy on Withdrawals and Protest.

Team Managers are to approach the resolutions desk to withdraw a swimmer, to lodge a protest and/or to change a relay team.

All amendments are to be completed within the advertised time frames for each session.

A form for each swimmer is to be completed (if the scratching is for all events then one 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.

Disqualifications

If a swimmer has been disqualified (DQ) the Team Manager with the correct accreditation can approach the resolutions desk to collect the DQ form.

The Team Manager is required to sign that they are in receipt of the DQ information.

The Team Manager should then check that the DQ has been written correctly.

For example -

- Correct event;
- Swimmer (including spelling);
- Lane;
- Heat; and
- Reason for disqualification.

A coach should be able to assist you with this (you have 30mins following the conclusion of the respective event to protest).

If questions persist then the Team Manager may check with the Technical Official at the resolutions desk for an explanation. Under NO circumstances should an approach be made to the official who signed the DQ form for any clarification.

Team Managers Meeting

The Team Managers meeting is normally held the evening before the start of the first session.

Team Managers need to be aware of the time and location of the meeting which will be detailed in the event information book and can differ for each event.

The webpage for the specific SNZ event will maintain the relevant event information book.

The Event Manager and/or Technical Director will conduct the meeting.

This is where Team Managers can ask questions and seek clarification on matters concerning the event.

Accreditation Checks

At SNZ events anyone who has been authorised to be on pool deck and/or the competition area will be issued with an accreditation pass.

Accreditation passes are checked at entry points to the competition area (including other areas).

Team Managers should ensure that all swimmers have their accreditations before they enter the pool – no accreditation = no entry.

The accreditation pick-up for teams is from the accreditation booth at the event.

The webpage for the specific SNZ Event will maintain the relevant Event Information which will detail Accreditation Information including the cost of replacements, if applicable.

Warm Up Procedures

For the Safety of all, and the timely commencement of the meet, Team Managers are to ensure that all coaches and swimmers are aware of the warm up procedures.

The webpage for the specific SNZ event will maintain the warm up procedures.

Among other things they will outline which lanes are sprint, backstroke starts, swimmer specific and direction etc.

Marshalling Procedure

- Heats are generally 'self-marshalled' at SNZ championship events.
- Finals will always be marshalled.
- It is the Team Managers role to ensure that swimmers are informed to be at marshalling on time. Typically, 4 races before for events longer than 50m and 6 races before for 50m events.

Victory Ceremony Timing

Team Managers need to be across race results to ensure that any/all their club swimmers who have placed in medal positions are at the correct medal ceremony on time.

Medal ceremonies are generally halfway through and at the end of each finals or timed finals session – specific details will be detailed in the specific event information and/or programme of events.

Swimmers are required to have a clothing covering their upper body. Excessively sized sponsor logos on clothing that are opposition to SNZ partners will be asked to be removed.

Working with Technical Officials (TO's)

All TO's must always be respected. TO's are volunteers and without them swim meets would not be able to proceed. Managers need to ensure that the whole team is aware that any abuse of an official will not be tolerated. This includes verbal, physical, and innuendo.

Swimmers, Coaches and Team Managers must keep clear of TO areas, particularly the starting area and the poolside walkways used for officiating thus ensuring the safety of our volunteer officials and the efficient running of the event.

No team member (including the Team Manager) should enter the Admin & Official's room unless escorted by Event Management.

Contact

For all enquiries or clarifications please contact the SNZ Events Manager at events@swimming.org.nz



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