



# TEAM MANAGER TIPS

## INTRODUCTION

There are several aspects involved in being a good Team manager that demand motivation, direction, organization, planning, patience, flexibility, vision, energy, integrity, and people skills. There are Child Safety courses available online also.

In the lead up to any swimming event there are a number of tasks that may need to be performed depending on Coach and Club wishes. The tasks can be delegated to multiple people but the coaches are there to coach and Team Managers are there to assist the coaches with the other aspects.

### PLANNING

- Ensure accommodation is booked
- Ensure all travel is arranged
- Ensure event accreditation or registration is obtained for coaches and Team managers and that each member has a valid Working with Children Check
- Swimming Australia will hold a Coach/Team Manager briefing before all major events

### ORGANIZING

- Organise a pre-meet team meeting and/or dinner
- Create group chats for the swimmers and a separate one for the parents to facilitate good communication with each group in the lead up to and throughout the competition
- Organise where spectators should sit at the venue so the Club sits together
- Ask coaches where the swimmers should sit and communicate the location

### SOCIAL MEDIA

- Social media enables direct and real time access to family, friends and fans worldwide - take lots of photos!
- Organise content ahead of time and plan posts with athlete schedules, timelines, results, finals, etc

### AT THE COMPETITION

- Marshall all swimmers in the distance events, 400s, 800s and 1500s for the week.
- Submit relay team names and order at the start of each day
- Run through with the swimmers the location of bathrooms, marshalling area and how long prior to their event they should present to marshalling
- Be aware of any disqualifications in case a protest needs to be lodged within 30 minutes of the event.
- Check the timeline regularly to see if the meet is running ahead or behind
- Check with the Helpdesk for any reseeds and amalgamations
- Check with coaches for any tasks they would like done