



## TEAM MANAGER – ROLE AND RESPONSIBILITIES

### **INTRODUCTION:**

This document outlines the specific roles and responsibilities of the Team Manager, with certain duties subject to variation based on events such as State Championships. The Team Manager plays a key role in ensuring the smooth running of swim meets for the club acting, as a link between swimmers, coaches, and officials.

The role of Team Manager for the day is typically assigned to a parent attending the event. In most cases experienced club members will be present and able to advise and guide those parents new to the role and competitive swimming.

The assigned Team Manager is responsible for collecting TM Bag from the club room and returning it after the meet/event. If spare caps in the bag need replacing, please advise the uniforms officer, by emailing, [uniforms@playford-aquatic.com.au](mailto:uniforms@playford-aquatic.com.au)

**As the liaison between swimmers, coaches, and event officials the Team Manager is required to be at the meet from the start of warm up until the finish of the meet or until the clubs last swimmer completes their event and results are published.**

### **SPECIFIC DUTIES:**

- Attend Team Manager briefing
- Communicate instructions from the briefing to the coaches and/or swimmers.
- Respond to club/swimmer queries from the event organisers/officials.
- Monitor marshalling and ensure swimmers make their way to the marshalling area as and when required.
- Lodge required paperwork such as purchasing lanes and withdrawals from finals
- Represent and support the swimmers (within the context of the behaviour and child protection policies) of Swimming SA and the Club should any issues arise and until such time as a parent is available and/or the concern is resolved.
- Organise team photo to be taken and communicate key achievements & highlights from the meet to the social media officer for publication.
- The team manager will provide support to parents new to the club regarding their responsibilities at a meet. eg what is required if officiating for the first time, understanding the need to get their swimmer to marshalling on time etc.

The team manager **DOES NOT** replace the role of parents in supervising club swimmers or their competition requirements.

## **TIMEKEEPING ROSTER**

The Team Manager will organise and coordinate a timekeeping roster for the day, when required. As a participating club at any swim meet there are mandated official's requirements that we are expected to fulfil.

The Team Manager will advise all families of their time slot when the roster is finalised. A copy of the roster will always be visually available during the meet. State and other SAALC meets are the exception to this, for these events the Officials Coordinator will allocate officials requirements per session depending on a child's swims.

The club acknowledge that timekeeping rosters may not suit everyone. As per the Club By-Laws it is a requirement that all members actively participate in this role when required. If all parents assist when required there is less likelihood of complaint, and the issue of timekeeping will be handled fairly.

## **FIRST AID**

The primary responsibility of the Team Manager in first aid situations is to ensure the safety and well-being of the swimmer by maintaining a secure and supportive environment.

The Team Manager may address the basic first aid needs of swimmers during a meet by providing Band-Aid and dressings for minor abrasions. For more serious situations the Team Manager is required to seek further assistance from trained lifeguards and inform the Child's parent/guardian. In this instance the Team Manager should not hesitate to send someone to seek assistance while staying with the swimmer to provide support until trained help and or the child's parent arrives.

**EpiPen** Some swimmers may be prescribed an EpiPen for medical conditions.

The Team Manager should not administer the EpiPen unless:

- you hold a current First Aid Certificate
- you are trained in the use of an EpiPen.
- you feel comfortable administering.

In such cases you will need to:

- immediately seek further assistance from trained lifeguards (send someone else to get the assistance) TM to stay with swimmer.
- locate the child's parent/caregiver.
- attempt to locate the EpiPen for speed of administration when trained help arrives (send someone else to locate the EpiPen if required) TM to stay with swimmer.

## **PAIN RELIEF**

Pain relief such as Panadol, Nurofen, Ibuprofen **must not** under any circumstances be administered /issued by the Team Manager to any swimmers. Swimmers or their parents/guardians are responsible for managing any pain relief needs during the event. **If club stock is used, please complete the Panadol supply form in the TM bag.**

**NOTE all swimmers under the age of 18 years must be accompanied by a parent or guardian at all swimming events.**

**Playford Aquatic Club**

**Committee**

**Revised December 2023**