



ROLES AND RESPONSIBILITIES FOR ST PETER'S SWIMMING ACADEMY TEAM MANAGERS

Because St Peter's Swimming Academy has small and transparent steps of progression it is necessary to evaluate regularly through meets and camps. Because of the nature of these events and the need to comply with both St Peter's Swimming Academy and OSH regulations in the supervision of children and best practises, it is necessary to outline the roles and responsibilities for management of all our St Peter's Swimming Academy teams. These roles, responsibilities and regulations apply for all meets. Some things may not apply for meets where the team are not travelling and staying together. Specific meet requirements are contained in the Team Manager Policies document.

Selection:

- Team Managers positions will be advertised and specific event needs outlined where necessary
- Where female swimmers are part of the travelling team and a male team manager is selected then an additional female liaison must be part of the attending management team.
- Expenses related to the management position will be outlined and covered by the academy (user pay basis and shared equally by all participants.)
- Managers for swim teams will be selected by the Executive Committee from the applications received.
- Managers will be responsible for, in conjunction with the coach, the well being of all team members during the event (appropriate travel, accommodation, food and hydration, sleep, rest and behaviour.)
- The manager will work under the direction of the Head Coach for the specific event following the established academy philosophies and policies.
- Managers need to be willing and able to work as a part of a coaching management team.
- Managers should have a copy of and have read the roles and responsibilities document and signed the agreement prior to departure.
- Manager should be willing and able to help develop the campaign plan with the coach
- Setting up the budget
- Provide a budget to Academy Treasurer
- Making and confirming bookings where necessary to include but not limited to:
 - Accommodation
 - Air Travel
 - Mini van hireage
 - Catering (out catering for National Meets)

- Poolside requirements
- Liaising with parents whose children are in the event
- Liaising with the coach in preparing the agreed plan for board sanction
- Completing in collaboration with the coach, the event report and presenting this to the committee. This would include but not be limited to confirmed budget, all arrangements, meet report and statistics.
- The Team Managers role is a 24 hour a day responsibility to ensure swimmers safety and wellbeing when the team are travelling, staying and competing away from St Peter's.
- There are different requirements for the attending team manager for local and regional meets where the team are not staying and travelling together.
- The St Peter's Team Managers bag completed with a full first aid kit is required and is the responsibility of the team manager at every meet.
- Managers will be responsible in ensuring at National Meet level the swimmers are provided with every opportunity to compete to their best ability.
- A Team Manager must be prepared to take responsibility for every attending swimmer not just their own. We want the swimmer/s to learn from and thoroughly enjoy their experience.
- Manager will be responsible for the compliance of St Peter's Swimming Academy policies regarding
 - Supervision ratio of staff to children during activities.
 - OSH policies
 - Establishing and ensuring suitable behaviours of St Peter's Swimming Academy representatives
 - Compliance with academy branding issues
 - Completion by parents/swimmers of:
 - St Peter's Swimming Academy Code of Conduct
 - St Peter's Swimming Academy Medical Form
 - The prerequisite is for these forms to be completed and submitted to the attending team manager in advance of travel and for these to be taken with the attending team manager.

Specific Duties on tours/camps

- Organisation of transport
- Organise room arrangements
- Supervision of all non coaching or swim hours as agreed with the coach
- Organise and liaise regarding meals and their delivery and suitability
- Organise/liaise with any extracurricular team activity as outlined in the plan
- Adhere to St Peter's Swimming Academy policies.
- Ensure adherence to the positive sport protocols of St Peter's Swimming Academy.

Pool site

- Supervision of swimmers behaviour.
- Marshalling swimmers for events in a timely fashion

- Organizing all splits and times collection if needed.
- Poolside snacks and adequate hydration of swimmers
- Ensuring correct uniform is worn as per coach requirements
- Organizing all administration, to include liaising with the SW team manager at SNZ National Meets.
- Working closely with the coach as required

Signed Dated.