



# Kiwi West Aquatics Inc.

## Team Leader (Poolside Manager)

Policy #7 (NEW)

### Rationale

Kiwi West Aquatics has Team Leaders at all Swim Meets. This role provides the link between meet organisers and the team. This policy outlines the club's expectations for the person in this role.

We have previously called this role "Team Manager" but are adopting the new name to differentiate this from the role of Team Manager for an away Camp/Meet.

### Purpose

To clarify the role and responsibilities of the Team Leader.

### Definitions

For the purpose of this policy a Team Leader is the person/s designated as such to the meet organisers.

### Guidelines

The Team leader is responsible for the health and safety of all team members for the duration of the Swim Meet including but not limited to:

- i) Liaise with race secretary to obtain necessary paperwork, collection and return of the Team Leaders bag.
- ii) Familiarize yourself with the Health & safety policy included in the bag.
- iii) Turn on and recharge the Club cell phone to check for any messages or calls regarding the meet.
- iv) Arrive at venue 30mins prior to start of warm up and establish the team seating area using the signs and banner provided.
- v) Submit any pre-advised scratchings to meet control and inform the coach, collect team programs and attend managers meeting as required. Highlight team program.
- vi) Complete the sign in sheet for swimmer attendance and ensure swimmers know their race schedule, for swimmers 16 and over clarify responsibilities around event reporting. Inexperienced competitors should be "buddied" with a more experienced member.
- vii) In the event of swimmer no-shows, attempt to contact them. If unable to make contact confer with the coach and scratch according to meet procedure.
- viii) If the opportunity arises take a team photo and forward to race secretary.
- ix) Facilitate a team meeting as required (after managers' meeting).

- x) Send swimmers to Marshall for their events with enough time to consult the coach beforehand. NOTE: this can vary greatly between meets.
- xi) Periodically ensure the team area remains clean and orderly.
- xii) Be aware of announcement from meet control and respond accordingly.
- xiii) In event of a disqualification take the form immediately to the Coach.
- xiv) The coach may require you to act in the event of protests, scratchings, time queries and other interactions with the meet organisers.
- xv) Adhere to 1.1 Code of Conduct.
- xvi) In the event of an accident involving a team member follow the Club's health & safety policy.
- xvii) As swimmers complete their events ensure that they have left the area tidy and have all of their belongings. Leaders should be satisfied that swimmers are leaving under appropriate supervision.
- xviii) The Team Leader must remain until the last swimmer has left and the results of the last team members event have been posted.
- xix) Clearly record the details of caps issued in the notebook (swimmer's name, date, team leader's name).
- xx) After each session share feedback (email) to the Club Race Secretary on no-shows, records set, and team behaviour.

## Conclusion

The Team Leader works closely with the team coach and team members to ensure the smooth and successful performance of the team at swim meets.

Last Updated	12 June 2019
Date approved	
Date reviewed	
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