

POOLSIDE MANAGER GUIDELINES

General

The Wellington Poolside Manager is appointed by Swimming Wellington as the Manager for National and some Regional Meets. All arrangements are to be made in conjunction with the Swimming Wellington Operations Manager. Preference for travel needs to be advised, but it is recommended by Swimming Wellington that accommodation should be organised separately from any club.

Duties and Responsibilities Poolside

- Ensure you represent the Region at the pre meet briefing, checking start times for all relevant meetings prior to departure. All relevant information can be obtained from the SNZ website www.swimmingnz.org.nz/competition/competition-calendar and look for the relevant event
- Ensure you have a sufficient supply of current forms from the SNZ web i.e. NZ Records, Wgtn Records, scratching forms etc. These should be in the Team Managers folder received from the Operations Manager
- Arrive at the pool prior to warm up for each session, 15 minutes prior to the teams arriving, in particular the first day to ensure seating provided for region is satisfactory
- Be familiar with the full Wellington swimmer list and the session entries for the swimmers, this to include relay team composition
- Distribute Wellington caps as applicable [to relay members]
- Liaise with the Club Managers and Coaches
- Be familiar with the meet rules, especially for withdrawal, false starts, protests and relay selection processes
- Ensure dress and behaviour codes are adhered to as necessary
- Communicate all withdrawals, alterations etc to the recorders
- Check results for Wellington Records [AM/PM sessions]
- Have appropriate paperwork completed by Meet Recorders and immediately upon return submit the signed paperwork to the Swimming Wellington Operations Manager [envelope is supplied in the TM's folder]
- Prepare and submit all protests on the correct form and within the required timeframe, ensure that protest club provides the fee of \$50 [Cash only – cheques not accepted]
- Respond to all calls for the Wellington Team Manager
- Collect all results and distribute to the Club Team Managers as and when applicable.
- Ensure that all Club Team Managers are aware that they are responsible for their swimmers 24 hours a day
- Ensure Wellington Clubs sit within the allocated seating area. If Clubs choose to sit elsewhere at the Pool they will need to be informed to collect information from you eg. Results etc. You should not chase them if they have moved away from the allocated area.
- Attend any meetings called, in the capacity of Manager of the Swimming Wellington Region
- Outstanding achievement/records – please contact Greg Forsythe 027 694 3464 with any outstanding achievements from the regions swimmers, for publicity purposes.

After the Meet

- Submit a meet report to Swimming Wellington as soon as possible after the conclusion of the meet. This Report template can be found on the website with a copy of the format attached provided in this brief (most of the information required will be provided in the Meet Manager results summary). Also welcomed are any comments on the meet, swimmers, arrangements etc, so that any improvements or appropriate action can be taken. The Swimming Wellington Board publishes the Wellington Team Managers report in the Annual Report. If the Manager has matters of a sensitive

nature then an additional confidential report should be submit – this Confidential report will only be circulated to Board Members.

- Submit an expenses claim with appropriate documentation and receipts [template on website] format of expense sheet is provided with this brief.
- Return all equipment to the Operations Manager within a week of returning from the Meet
- Be aware that you have the heartfelt thanks of Swimming Wellington and the swimmers for having undertaken this task on their behalf.

Preparation

Before the meet ensure you have a copy of;

- ✓ Psych sheets and original entry forms via the Selectors [updated times as swum]
- ✓ Team Lists
- ✓ Current records, and all the necessary forms
- ✓ SNZ scratching, protest, relay etc.
- ✓ Caps will be obtained from the Operations Manager

GOLDEN RULE: if in doubt, ask an official with experience for help or advice. You can also call the Operations Manager 04 5600381 or 027 5021854, Heather Newall 04 9020067 or 027 2011142 OR Viv Morton 04 2347071, 027 6451146 should you have any doubts.

FINA RULE BOOK in Team Managers Bag

WITHDRAWALS

SNZ Regulation

3. Withdrawals

In all competitions, a competitor or team not wishing to take part in a preliminary final, semi final and final in which qualification was earned, should withdraw within 30 minutes from posting of the preliminaries or the semi-finals results of the event. Any competitor or team who withdraws from preliminary finals, semi-finals and finals more than 30 minutes after the preliminary or semi final in which qualification was earned shall pay without excuse to SNZ a fee as determined by SNZ.

Withdrawal Fee: \$50.00

For timed finals withdrawals must be advised by the end of the session preceding the start of the timed final event, ie the day before.

PROTESTS:

Check your facts on this before entering a protest, and watch the timeframe. At National Meets a disqualification slip is completed for each occurrence, stating the reason. This is not advised to the swimmer at the time. The first indication is usually an IOT given a slip to the Chief IOT, who hands onto the Referee.

SNZ Regulations

4. Protests

4.1 Protests are possible

- 4.1.1** If the rules and regulations for the conduct of the competition are not observed
- 4.1.2** If other conditions endanger the competitions and/or competitors, or
- 4.1.3** Against decisions of the Referee; however no decision shall be allowed against decision of fact

4.2 Protests must be submitted:

- 4.2.1** To the Referee
- 4.2.2** In writing
- 4.2.3** By the responsible Team Manager only
- 4.2.4** Together with a fee as determined by SNZ (usually \$50.00)
- 4.2.5** Within 30 minutes following the conclusion of the respective competition
- 4.2.6** If conditions causing potential protest are noted prior to the event a protest must be lodged before the signal to start is given

4.3 All protests shall be considered by the Referee. If he rejects the protest, he must state the reasons for his decisions. The Team Manager may appeal the rejection to the Jury of Appeal whose decision shall be final.

4.4 If the protest is rejected, the deposit will be forfeited to SNZ. If the protest is upheld the deposit will be returned.

Protest Fee: \$50.00

RESULTS:

Are placed in the Regional Team Managers bag at the pool. You distribute them to the Club Team Managers. Club Team Managers/Coaches are not allowed to take anything from the Regional Team Managers Bag. If more results/programmes are required – asked the Meet Director to increase the number for the Wellington Region. However it has become common practice for SNZ to provide a single set of results for the region, in which case it will be necessary to ensure Coaches/Club Managers are aware of any final swims in their teams.

TEAM MANAGERS:

Your appointment is for poolside only. You are not expected to be an arbitrator for “domestic matters” which are the concern of the Club Manager, their coaches and parents. You will normally have been provided with the original entry forms submitted by clubs, in case there is a need to verify submitted entries.

The Board views seriously any bad behaviour or legal misdemeanour as this always impacts on the performance of teams and the reputation of our Region and Sport.

All matters of misconduct are to be reported to the Board for its deliberation. The severity of the misconduct, the swimmer’s previous record and the explanation of the swimmer will be taken into account. The Board may decide on any punitive action from a warning to exclusion of future away meets.

For significant misconduct whilst away the Wellington Poolside Manager may exercise the Board’s authority given to him/her by consulting the manager of the team of the swimmer concerned. If the misconduct can not be resolved between them, the Wellington Poolside Manager will inform the club team manager that he/she is going to the Meet Director for help and a ruling.

RELAY TEAMS:

The Selectors prior to departure usually choose these, but there may be a need to change these due to illness or current form.

If you have concerns about current form, you should discuss with a swimmer’s Coach. If alterations to relay team should be required then it should be done in the following manner.

- Look at the form of all swimmers who have already swum.
- Spilt times in relays already swum are **NOT** to be considered unless it is the first swimmer in that relay.
- Decide on the best combination of swimmers according to time and event
- Notify the final team, this can be done if you wish in consultation with but not influenced by Club Managers and Coaches.
- The swimmers are required to wear Wellington Caps when they swim in a Wellington Relay team.
- Ensure Club Managers/Coaches/swimmers are aware of the order of swimming. The first swimmer is required to go to marshalling, if they are unable to ensure another team member marshals the team
- Swimmers who take part in the heats in the morning may be entitled to a proportion of the share of medal placing should the evening team be placed in the top three.

Relays team must be submit at the beginning of the each session that the relay event is taking place, (within the first half hour of warm-up). Listing substitute swimmers is no longer permitted.

HELPFUL TIPS:

- Update your 50/100 times for swimmers – this helps in the selection of relay swimmers.
- Write out relays team on a piece of paper for the session and copy for Club TM's & Coaches.
- Substitute swimmers are no longer permitted to replace injured or ill swimmers so ensure that the team members are made aware of this.
- If a swimmer is injured, first talk to the Coach, Swimmer and then withdraw the team, remember the team members health is more important.
- Some National events changed the sequence of events swum in finals sessions. Ensure you check and bring to the attention to Coaches/Swimmers this can effect withdrawals from events and costly fines.
- Results – Coaches/ Swimmers enjoy seeing the medal standing and records broken on a daily basis. Enclosed is a form that will help you present this to them.
- Relays – always ensure you are fair to all swimmers, check the makeup of teams on a daily basis to ensure the best team is swum. You may find that you will need to change the team from the morning to the afternoon session. Ensure you have all valid reasons on paper to make changes and discuss with the coaches prior to entering changes with the meet management. Again you have 30 minutes after the start of warm up to make the required changes.
- Wellington Records; it's good to write down the WR times on your psych sheets before you go. This makes it easy to transfer to meet program, ensuring that you have all ages noted.
- Attached are some sheets which help with the daily recording of information which you need at your finger tips.
- Most importantly you must remember you are the representative of the region for all swimmers/clubs and they must be considered in a fair and equal manor, the final decision on teams lies with the regional manager.
- You will be given an advance to meet the expenses of Team Manager. A food allowance of \$35 per day is allocated however Swimming Wellington will not meet out of pocket expenses without a receipt so please ensure you keep receipts. Your reconciliation should be filed as quickly as possible and any reimbursements should be paid into **030502-0166158-00 Wellington Swimming Association**, with a copy of return to the Operations Manager and Treasurer, Swimming Wellington.

ENJOY YOURSELF:

In the main, be prepared for “work” at the end of each session and a little at the beginning of the next.

Example only - template on Website

Wellington Team Manager's Report

Wellington Region Team Manager:

Meet:

Venue:

Date:

Club Coaches:

Club Team Manager:

Organisation before trip:

Transport:

Accommodation:

Finance / Budget:

Clubs & Swimmers [per age]

Team	13	14	15	16	17 & Over

The Meet [organisation and general feel of meet, from you and clubs]

Results

	13	14	15	16	17 & Over
Gold					
Silver					
Bronze					
Finalist					

Relay Results

	Team	Team Members	Time
Gold			
Silver			
Bronze			

Recommendations:

Records Broken

The correct completion of the Swimming Wellington forms is all important. You will receive as part of your information pack a copy of swimmer registrations and DOB. Please ensure that all details are completed including the previous record and swimmer and date of record. The record forms enclosed for your convenience.

NZ Records

WELLINGTON SUMMER LC CHAMPIONSHIPS, WRAC, 21 January 2007										
Swimmers Name	Club	Age	Dist.	Stroke	New Time	New Rec Date	Old Time	Old Rec Date	Prev Rec Holder	LC /SC
J Bloggs	CAP	14	1500	Free	20.10.49	21.01.07	20.12.14	23.01.95	T Smith	LC

Wellington Records

WELLINGTON SUMMER LC CHAMPIONSHIPS, WRAC, 21 January 2007										
Swimmers Name	Club	Age	Dist.	Stroke	New Time	New Rec Date	Old Time	Old Rec Date	Prev Rec Holder	LC /SC
J Bloggs	CAP	14	1500	Free	20.10.49	21.01.07	20.12.14	23.01.95	T Smith	LC

NZ Squad Times Achieved

NZ Teams - selected

Financial Return - Wellington Team Manager

Dates:

Other: [out of pocket expenses]	Cost	
Scratching Fee - CAP	\$	50.00
Medical Fee - J Blogs	\$	55.00
	\$	105.00

Page 7

TEMPLATE FOR
WELLINGTON TEAM MANAGERS REPORT

Report to be tabled to the Swimming Wellington Board for its deliberation ONLY

MEET: eg: New Zealand National Age Group Championships
VENUE: eg: West Wave Aquatic Centre, Henderson, Auckland
DATE: eg: 10 - 15th March 1995

Any significant misconduct / meet concerns whilst Poolside Manager.