

The main duty of the pool deck managers is to ensure all swimmers get to marshalling in time. Usually swimmers are required to be in marshalling 6 heats before they swim (often 10 heats for 50 metre races). Allow sufficient time for them to speak to their coach before they go to marshalling.

All communication with the control room is to be through the club manager. This means you are the contact for any issues or questions.

The following are additional duties you will need to perform.

1. Pick up Managers Bag from Kas Brokenshire (021 795 239) or arrange to get it from the previous session manager. If meet is outdoors you also need to talk to the Mains about getting the tent to the meet (and get it put up). The bag has a first aid kit, club banner, forms and swim caps. Any cap sales are to be recorded in the notebook (so Vicki can charge the swimmer).
2. Arrive on pool deck before ½ hour before warm up.
3. Arrange sufficient seating for swimmers.
4. Pick up club programmes and highlight a copy for each of the managers and each coach.
5. Some meets have a managers meeting that you need to attend. Check Meet information/poster.
6. At some meets you may need to complete relay entry forms or change relay entries. Forms are usually due ½ hour before warm up finishes but check meet conditions.
7. If you have swimmers with tape (from the physio) they need to be inspected by the meet director before they race for the first time at the meet.
8. Complete withdrawal forms for any swimmers that you have been advised are withdrawing. These forms will be available from race control (in the club manager's bag). These usually need to be in prior to session start (or session prior). Withdrawal forms should only be completed when the withdrawal has been approved by the swimmer's coach. All fields must be completed but events can be summarised eg all events, all remaining events.
  - a. **FINALS:** Managers will need to keep a check on who has made finals and ensure that any withdrawals are organized within the 30 minute timeframe (on consultation with coaches). NB Failure to do so may result in a \$50.00 fine for the swimmers.
9. Collect any disqualification forms. Give to the swimmers coach. DQs are usually announced by event, heat, lane so you need to listen for them.
10. Dispense first aid as required and generally be available for the swimmers as required.

Swimmers should stay in the seating area and advise the manager if they need to leave to go to the toilet, get changed etc. It is not your responsibility to chase swimmers that cannot be found.

### Additional duties for tour managers

#### Prior to travel

1. Go through travel arrangements with Vicki (Liaise with coaches) most things will be organized
  - a. Flights/Land transport to and from location OR:-
  - b. Domestic land travel arrangements
2. Meal requirements times and menus.
3. Arrange rooming lists – discussed with coaches.
4. Arrange Pool hire at the location if training sessions are required
5. Collect permission slips and code of conduct. Be aware of code of conduct and child protection policy.
6. Work in with Vicki re-budget and ensure you have cheques or money on your credit card.
7. Arrange a parents meeting with the coaches.

#### At the location

8. Manage the transfers from the airport to the accommodation or pool depending on which may happen first. Keep athletes and coaches calm
9. Arrange team photo at some stage with the full team.
10. Arrange towel drying, clothes cleaning facilities etc.
11. Locate an accident and emergency location.
12. Manage transfers to and from pool liaise with coaches
13. Keep a check on rooms and athletes (and maybe coaches)
14. Arrange last night dinner or post trip dinner for the team.
15. Keep active list of significant results
16. Managers may split roles into accommodation/poolside managing