



Should you wish to nominate yourself or a member of your club in this position for any upcoming National meet, please email your details to swimmingbop@gmail.com

Title:

BOP Regional Team Manager (BOP TM)

Introduction:

This job description assumes that the BOP swimmers attending a National Meet are doing so under the control of a Manager and Coach from their own club or a group of clubs. All matters pertaining to travel, accommodation, transport, food, pool hire prior to the meet and swimmers safety and behaviour are the responsibility of that Club Manager.

The Regional Manager is the point of liaison between the meet organizers and the BOP clubs/ swimmers attending the meet.

Responsible to:

Swimming BOP Board

Responsible For:

Managing the day to day liaison between the attending Clubs and the Meet Organizers to ensure that Swimming BOP Representatives can achieve their best possible results in a manner that reflects favourably on Swimming BOP. Upon being advised of appointment it is the responsibility of the BOP TM to obtain all the necessary information to ensure everything runs smoothly at the meet.

Specific Duties:

Prior to Leaving:

Liaise with Swimming BOP advising Travel and Accommodation arrangements.

From the BOP administrator meet you will receive

- Meet Entry Report by swimmers, Meet Entry Fee report, Meet Entry report for Regional Relays,
- Managers and Coaches form with names and contact details of those attending
- Top times report of swimmers attending meet to help with any changes to relay swimmers which may need to be made.

Obtain Meet information in order to plan anything that may be required so the Manager can carry out his / her required duties. Need to check if seating plan and information on any ceremonies, medal presentation and Managers meeting

Receive the Regional Team Manager suitcase which should contain

- BOP Swimming Caps for relay swimmers
- BOP Banner
- Application forms SNZ Relay forms, Protest forms, Scratching forms
- SNZ Regulations / FINA rule book
- Drug and Doping regulations and information

- First Aid Kit
- Managers Uniform

Prior to Commencement of Competition:

Attend the Managers Meeting if there is one (usually held the night before) and advise of any scratching's which will have to be obtained from the Club Managers.

After any Manager's Meeting advise the Club Managers of any relevant meet information.

Distribute appropriate Meet Entry Passes and Swimmers Packs to the Club Managers.

At Poolside:

Arrive early and ensure the area allocated to the BOP Clubs is adequate and appropriate. The BOP TM should be at poolside 15 minutes **before** the start of the warm-up and should remain for 15 minutes **after** the finish of each session.

The Team Manager collects all heat programmes, final programmes and results and distributes them to as required and ensures each Club Manager has the required number of Programmes and sets of Results as they become available.

Liaise with Club Managers as to who will participate in the March Pass where required. Ensure representatives wear their full Club Uniform.

Check with clubs throughout the sessions for any scratching's or any possible scratching. Fill out the appropriate forms as soon as possible and hand to the Control Room Organizer as required by the current regulations or meet information.

Ensure that Medal Winners adhere to the Medal Presentation protocols defined for the Meet and that they are wearing the appropriate uniform.

It is the BOP Team Managers responsibility to ensure all swimmers report to the marshall area on time.

The BOP Team Manager is responsible for the discipline of the team while on pooldeck.

The Team Manager must not undertake any other duties on the day, as it is a fulltime job with the team.

All swimmers should be assembled as a team unit. The manager should encourage other swimmers to cheer on other swimmers and should console disappointments and congratulate success

The Team Manager should observe all races and if any swimmer is penalized or disqualified a protest should be lodged within the required time, if the Manager believes a protest is valid.

The Team Manager is the only person who may approach the Referee or control area on any matter. They cannot deputise another person to do these tasks

Take a team photo of all swimmers at the event and photos of swimmers receiving medals and forward to swimmingbop@gmail.com (preferably during competition so facebook and webpage can be updated)

Regional Relays:

Liaise with the BOP Relay Coach to confirm availability of Swimmers selected or to change the Swimmers selected. Changes to the teams are to be accordance with Swimming BOP policy on Regional Relay Team Selection. The final decision as to who participates in the BOP Regional Relay Teams rests with the Relay Coach selected by Swimming BOP

Complete the correct entry forms and hand them to the Meet Recorder within the required time.

Ensure all Relay Team Members are wearing BOP caps for the race.

On return to BOP

Complete a Manager's report and forward to Swimming BOP Administration Officer.

The report should include the following:

- General details of the meet attended including location, dates, pool details etc.
- Any observations and/or recommendations that may be of value to Swimming BOP in the future.

Essential Competencies:

Character:

A proven record of good character relating to honesty and behaviour befitting the position of BOP Team Manager

Experience:

Experience in Team or Club management for at least one year.

Experience in dealing with children and young adults.

A sound understanding of the Rules of Swimming and Meet Management.

Skills Required:

Strong written and oral communication skills. An ability to plan and organize and work within a co-operative team environment.

A current First Aid Certificate and an understanding of Health & Safety

Be familiar with the BOP Child Protection Policy

Other Attributes:

Must be a registered member of Swimming Bay of Plenty.

Current Driver's License

Reimbursement:

It is the expectation of BOP that the Team Manager would normally be attending the meet with their swimmer therefore BOP do not reimburse 100% of costs.

For National Meets BOP will supply a rental car and fuel for the use of the Team Manager and will cover the cost of accommodation or flights.

If no parent is available to fill this role and Swimming BOP have to send an outside TM the full costs will be reimbursed for this person.

If Swimming BOP send a team to Inter-regional Meets full costs will be meet by the athletes/clubs attending.

Receipts' for all costs must be supplied for reimbursement to be made.