



# Laser Swimming Club Team Managers Galas



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<http://www.laserswimmingclub.com/>

## Responsibilities of a Team Manager during galas

Laser Swimming Club is obliged to appoint a team manager for all galas. Volunteers will generally be sought in the week prior to the gala, either for the whole gala or on a session-by-session basis (i.e. a different person for each gala session). The team manager need not be a club committee member – any parent who has had some prior gala exposure can take on this duty. They will however need to be Gala Vetted and have undertaken basic online Safeguarding Training.

### The role of the team manager can be summarised as follows:

1. The team manager is **available to assist the coach** in regard to administrative and other matters. He/she should be in the vicinity of the pool for the duration of the gala session, including the full warm-up, and should make his/her presence known to the coach at an early stage. In practice, this assistance might involve:
  - a. Checking attendance of swimmers prior to commencement of gala,
  - b. Assisting coach in ensuring swimmers are registered for their appropriate events,
  - c. Arranging scratches from the programme on the coach's instruction, (scratches are where a swimmer entered in the Gala fails to attend on the day for whatever reason.) Swimmers must be scratched from events prior to the issue of the heat sheets. Gala Officials will announce when scratches are being taken (usually just before or during the warm up sessions). Team manager approach the Officials desk area and either notify the person at the desk verbally or by completing a form depending on the Event rules. If in doubt ask one of the officials, dressed in white near the desk.
  - d. Liaising with gala officials in relation to any issues.
  - e. Liaising with parents to address other roles needed to be filled by the club e.g. timekeeping.
  - f. Assisting coach in timing splits and recording results.
  - g. Checking results sheets to establish if swimmers qualify for finals.
  - h. Keeping the area around the team tidy, being respectful to & enforcing pool rules.
  - i. Encouraging additional parents to follow the gala from the spectator area.
2. The team manager is responsible for the team of swimmers for the duration of gala session. They should ensure that:
  - a. Swimmers are attentive to the coach's instructions and report back for post race feedback.
  - b. They collect the Heat sheets as soon as they are available and highlight the events Laser Swimmers are in. Use team sheets provided by the Gala Secretary to do this, making sure all swimmers events are on the heat sheets.
  - c. Swimmers drink fluids little and often to stay properly hydrated.
  - d. Swimmers try to eat as soon as possible after swims while being aware of the time to the next swim.
  - e. Swimmers present themselves for their events – this can be a particular problem where there is a large number of younger swimmers at a gala. They need to go to the call room areas prior to the event they are swimming in. Officials will announce when swimmers need to go to the call room area, but if unsure or miss announcement check heat sheet times and ensure swimmers go to the line up area at 10min before they event they are swimming.
  - f. Keep track of the heat sheets and events so no swimmers miss their races and coaches know when swimmers are about to swim.
  - g. Swimmers keep their belongings in a tidy manner and tidy up any rubbish from the area.