



HARLEQUINS AQUATIC CLUB

TEAM MANAGER: JOB DESCRIPTION

- Report to the pre-gala briefing/Managers meeting (Confirm any changes in the events programme and finalize any additional scratchings from our club)
- Introduce yourself as Team Manager at beginning of the session at the Records Office
- Get the programme at the beginning of the session and forward to the coach and advise coach of any last minute scratchings.
- Hand coach results from the previous session – if applicable
- Ensure all officials representing the club have reported for duty and signed the roster. (You will need to find replacements for any officials who may not have arrived from the stands)
- Complete registration/entry form for relay teams and submit at records office as advised by coach. Coach to provide list of swimmers names and number in relay.
- Advise swimmers if participating in relays – confirm event and number they are swimming in the relay
- Attend to any queries or scratchings for the next session
- Manage special requests i.e. strobe light for deaf swimmers
- Manage DQ enquiries and report back to coach