



TEAM MANAGER DUTIES

- Work with other team leads to determine timelines, team budget and overall team operating strategy
- Work with other team leads to determine team policies and implement SSA standing rules within WF team
- Plan and run meetings for team parents, committee chairs, etc.
- Oversee swimmer registration and pre-season meetings

AUGUST

- Attend post season SSA meeting
- Recruit committee chairs and ensure they understand their responsibilities

SEPTEMBER

- With Steering Committee, secure Head Coach as soon as possible, but at least by January

NOVEMBER

- Meet with other SSA board members to set schedule for next season and discuss outstanding issues

JANUARY

- Attend SSA General Meeting
- Secure Assistant Coaches based on preliminary numbers – with input of head coach
- With Steering Committee, update WF Team Information Sheet and other handouts with any changes in team policy
- Plan February Parent Information night with coach, reserve clubhouse, prepare any hand-outs (Team Information Sheet, Meet Schedule, etc.)
- Plan Open House for April
- Order any pool or computer (printer, software, etc) equipment needed (flags, stanchions/poles, anything that needs repair)
- Attend WF HOA Advisory Board meeting and discuss with Curry plans for the coming season
- Review budget prepared by the Treasurer for coming year
- Discuss registration and Google Doc with Systems Administrator. Request any changes to registration form.

FEBRUARY

- Meet with Head Coach to plan upcoming season—first day of practice, practice schedule based on pre-enrollment, firming up coaching requirements planning practice sessions (to be firming up in April-May)
- Hold Parent Information Night
- Open registration (Systems Administrator does this)
- Line up volunteers for Open House (volunteer coordinator, spirit wear coordinator, etc.)
- Hold WF Swim Team Advisory Board Meeting with all chair people
- With Steering Committee, work with Spirit Wear to approve t-shirt design
- With Steering Committee, work with Uniform Coordinator to choose team suit
- Work with Spirit Wear, Uniform and Volunteer committee chairs to finalize plans for Open House

MARCH

- Send reminder e-mails about registration and Open House (Asst Mgr handles)

APRIL

- Hire additional coaches as required
- Oversee Open House; cut off registration on April 15 (or before if the team exceeds max numbers)
- Discuss plans for first practice with coach and social chairs – line up volunteers if needed; prepare roster sheets for timing, reserved clubhouse when end of school is decided and you know the first day of practice
- Meet with coach to discuss the numbers and to plan a way to lay out practices to distribute the numbers
- Hire lifeguards for the home meets
- Test equipment (speakers, microphones (batteries), starting block); inventory pool equipment and tools (Allen key for blocks, wrench thing for lane ropes); kickboards, change clock battery if needed
- Check in with Social about plans for pancake breakfast and end of season party

MAY

- Plan practice schedule with input from the head coach
- Collect Safe Kids forms and Code of Conduct forms from coaches
- Clean kickboards, clerking-area chairs, etc. before first home meet
- Make sure have wrenches for blocks and lane lines
- Attend WF Advisory Board Meeting to present final details of season and take questions
- Print SSA rule changes, SSA roster, etc to update WF Green Book for meets (all instructions and contacts, etc. to have on-hand at the pool during any home meet)
- Print rosters with contact information and medical information. Place in red folder to store at pool during practices in case of emergency. Prepare a second set for coach to keep in his/her car.
- Ensure there are adequate DQ slips available for the scheduled home meets. Print more if needed.

- Plan first practice. Work with Head Coach on plan. Work with Systems Administrator on setting up kickoff meet and having time sheets prepared.

DURING SWIM SEASON

- Oversee first practice and home meets
- Work with Al Moser (pool mgmt.) to insure we have support for home meets (supplies, trash, equipment ready)
- Charge starting block and speakers for each home meet
- Oversee communications to team for practice/attendance, communication from league, welcome to visiting teams, pass on entry info, results reports, instructions for meets, etc.)
- Direct lifeguards (or coaches) in equipment set-up and Set-up person in deck set up.
- Oversee meet set up and tear down at home meets
- Make sure computer, sound system, starting system get to pool
- Communicate relay race no shows and replacement swimmer names to Awards
- Appoint head timer and head judge for home meets.
- Oversee the following at home meets and distribute clipboards:
 - Timer meeting - show how to use stopwatches, bring instruction sheet
 - Judges meeting - make sure have heat sheets, bring instructions for meeting
 - Clerk of the course meeting
- Train volunteers on any jobs they are unfamiliar with or ensure they receive training from the appropriate people
- Welcome visiting team and determine who their league rep and coaches are
- Trouble shoot any problems at all meets
- Oversee clean up of pool deck and clubhouse at the end of the meet
- Ensure that clubhouse is secure before leaving (you will be the last person leaving a home meet)

JULY

- With input of Head Coach, determine the Most Valuable Stingray boy and girl
- Print the MVS certificate for presentation at the Awards Night and place in a frame
- Give the names of the MVS to the Awards Coordinator, so they can be added to the WF Swim Team MVS Plaque