



Postal Address:  
Post Office Box 1152  
WODONGA VIC 3690  
President: Brendon Shiels  
Secretary: Graeme Butt  
secretary@omdsa.org.au  
ABN: 94 762 042 923

## *Coaches and Team Managers Expression of Interest*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Coaching Level: \_\_\_\_\_ (Coaches only)

I wish to be considered for the O&M Rep Team:

Coach

TM

8 – 12 Optus Junior Dolphins (10/11/18 at MSAC)

The closing dates for nominations for the Rep Team:

30/9/18 (4:00pm)

All Coaches and Team Managers are required to have a WWC Check. Please attach a photocopy with this application.

Please send your form to:

O&M District Selector

Email: [gtaquatics1@yahoo.com.au](mailto:gtaquatics1@yahoo.com.au)

Ovens and Murray District Swimming Association



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## Team Manager – Duties and Responsibilities for NSW & Vic. Meets

The duties and responsibilities of the Team Manager are as follows.

To represent the O&M committee in all aspects of Team Management and make decisions appropriate to the situation employing all available resources to ensure the safe participation and return of team members and support staff by;

- Engender ESPRIT de CORPS (Team regard for honour and & interests of O&M)
- Confirming that parental permission and athlete code of conduct forms have been distributed to the team members selected and are also available on the O&M web site.
- Ensuring that no team member is left unattended with any adult other than their parent or an adult with a valid NSW or Victorian 'Working With Children Check' accreditation as applicable.
- Confirming bookings for the bus and departure times to and from the venue.
- Checking team members (swimmers and support staff) on to the bus collecting any money and information forms, parental permission & code of conduct forms (swimmers, coaches and support staff). This includes medical details and emergency contact numbers.
- Ensuring all team members return on the bus unless arrangements have been made to the contrary prior to the departure date.
- Confirming details for pool entry at the venue and manage team entry.
- Liaising with swim meet officials as required.
- Organizing a time keeping roster (one lane only).
- Ensuring swimmers report to marshalling on time including escort for 10 and under (using support staff as required).
- Ensuring team members are issued with representative swim caps and shirts.
- It is also preferable that the Team Manager remain with the team at all times delegating duties to the coach or support staff as appropriate.
- Liaise with the team coach to ensure both parties are aware of any change in circumstances or incidents.
- Adjudicate any team dispute (based on advice for support staff and coach) between staff and/or swimmer.

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### Team Coach – Duties and Responsibilities for NSW & Vic. Meets

The duties and responsibilities of the Team Coach are as follows.

To represent the O&M committee in all aspects of coaching and competitive swimming and make decisions appropriate to the situation employing all available resources at your disposal to ensure the safe participation and return of team members and support staff by;

- Engender ESPRIT de CORPS (Team regard for honour & interests of O&M)
- Provide advice and instruction on all technical aspects of swimming and interpretation of the rules of swimming as they apply to each stroke, event or the competition on the day.
- Motivate and maintain a positive and competitive team spirit.
- Advise the successful swimmers of the events for which they have been selected prior to departure (in person, phone, text or email).
- Ensure all swimmers are entered in the correct event.
- Direct all swimmers to swim in the events for which they have been programmed to swim.
- Should a swimmer be unable to compete in the programmed event due to sickness or injury (including relays) the coach shall select an alternative swimmer within the rules of the meet. No swimmer shall be withdrawn from any event for which they have been programmed to swim other than in the above circumstances.
- Completing relay team sheets (should be predetermined but may require updating depending on availability of swimmers on the day).
- Ensure as far as practical that all swimmers wear and O&M representative cap (compulsory at some pools).and swimwear complying with the rules of swimming.
- Encourage and support the younger swimmers ensuring they know the location of the Marshalling area, Marshalling board, the time line for the programme and procedures particular to the meet in question.
- Maintain notes and report on the team performance at conclusion of the meet.
- Have all swimmers report to the coach on completion of each event to gauge performance and provide feedback.
- Liaise with the team manager.

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