

TEAM MANAGERS ROLE

A TM's job is far from black and white. One size **will not** fit all across the different race distances. It is not an exact science and a good team manager has a 'holistic' approach to the team. Try to use your own skills to enhance the role, and above all, the 'GB Team Experience' of your athletes.

- Be approachable and flexible.
- Be professional.
- Promote our official team partners/sponsors.
- Be an ambassador for the BTF and 'clean sport'.

QUALIFICATION RACES

- Make contact with the race organiser as soon as possible. Let him know if you require accommodation.
- Attend the qualification races and British Champs if you can. Take race kit samples.
- Find out the contact details for the timing team and make contact (For Europeans make sure they understand how you need the format of the results. Ask them to send a copy to you as soon as they have confirmed results.
- Once you have the results, ensure you take out the DQ's before you sort. Then sort, work out who has qualified, and put up onto the website as soon as possible. Might be necessary to ping an email to everyone to explain if there is a delay to prevent hundreds of emails, 'where are the results?'
- Get BTF administration to send out 'congratulations' emails.

ROLLDOWN

- Work out your rolldown places and put them onto the website on a regular basis.
- Get administration to send out 'congratulations' emails.(Or do it yourself)
- Traditionally, TMs for the Euros have had discretion to extend the 120% margin to the youngest and eldest age groups if they got slightly over the 120% (If the age group is not full) It is felt that the Euros is a stepping stone for the Worlds and some discretion in these age group is allowed.

PRE EVENT

- Make contact with the LOC as soon as possible as it be to your benefit. (Details on ITU website)
- Make contact with the Technical Delegate. (Details on the ITU website)
- Make contact with Nirvana and share race info. Go through your 'wish list' Bikes in room, notice board area, early breakfast, bananas, area for mechanics, area and towels for therapists, team briefing.
Get them to book your flight.
- Send out regular team updates as you get information regarding the event. (Either get Admin to do it or do it yourself and send admin a copy.)
- Agree how many support team will be required. Liaise with BF administration. Contact your preferred agreed support team yourself or get admin to do it on your behalf.
- Keep a regular eye on face book for inappropriate postings and answer any threads you want to get involved with.
- Remind the team to make sure their race licence is up to date.
- Liaise with support staff and agree what day you need them to arrive. Generally if first race Friday, arrive Tuesday to start Wednesday morning. Remind them to ring Nirvana to book there flights.
- Appoint individual team captains. Send them a suggested guide of what to do. Get them to make contact with the team and get some team spirit going on! Organise bike and run recci. Maybe a post-race meal or just a cup of coffee. Make the role their own. Encourage not to let it interfere with their own race plans.
- Get admin to order flags and make sure you get them before the event.
- Contact the TD to 'ask' if due to very unusual circumstances, such as exams, an athlete can check bike in on race morning.
- If an athlete cannot make registration due to 'extraordinary' circumstances arrange to get a copy of their race licence so you can do it for them.

RACE WEEK

- As soon as you arrive do a recci of the race venue and the surrounding area.
- Make yourself known to the TD and LOC.
- Make yourself known to hotel manager and agree sound system details if briefing is in the hotel.
- If Nirvana have not acquired a suitable briefing room, find one! If you need to pay, negotiate and keep it as low as poss. Or approach the LOC for conference room/theatre.

- Prepare the team notice boards.
 - Check suitability of support team area.
 - Make sure support team have a float and daily work sheets (receipt book)
 - Get your own accreditation.
 - Go to registration and make the necessary last minute withdrawals and get their 'gift' to either give to withdrawn athletes friends to take home, or distribute to team captains.
 - Find a suitable area to take team photos.
 - Arrange help to distribute flags.
 - Go to Team Managers/Coaches ITU briefing and then do your own briefing.
 - Be at the official race swim.
 - Work with your fellow team manager to cover 'help desk', registration, bike check in etc for each other.
 - Put up the times you will be available on the team help desk.
 - Update team notice board regularly with suggested team swims, bike recci's and team meetings. Make sure it has a local map. Local supermarket details. Race start times. Wave times. Course and any changes.
 - Either take the team photo or recci a photographer from the team.
 - Check on the support staff regularly, check their welfare and make sure they have plenty of water.
- Collect money daily and make sure it tallies with work sheets.
Give them their Per Diem.

RACE DAY

- Arrange a time for mechanic to be in transition area for last minute hick ups.
- Be at transition before race start in case in problems.
- Make sure 'flags' are covered in finish shute.
- Once race starts, make sure you are in the finish area in case of poorly athletes.
If any athletes are taken to hospital and you cannot make contact with family members at the event, go to the hospital! We have a moral duty of care for all our athletes.
- Liaise with your colleague to cover each other on race days.
- Download results and put up on the notice board.
- Be at the award ceremony and organise winners. Make sure they podium winners have a GB flag for photos.
- Make sure all athletes are accounted for and not still in hospital.

POST RACE

- Thanks LOC and offer constructive criticism.
- Thank the TD
- Send team a post race update and remind them of the date they must apply for their PQ places.
- Send out the team photo and put others on facebook.
- One TM to produce an account sheet for the money and send to admin and bank the money.

HIDE UNDER A ROCK NOW AND TAKE A WELL EARNED REST!

GENERAL

- Respond to emails from the team.
- Respond to requests to write FANS letters for team members to get free gym membership (Or get admin to do it)
- Update and keep a check on face book.