

Team Manager and Coach Accreditation Application

From December 2019 Swimming New Zealand now have the functionality for Team Manager and Coach accreditation to be completed online via the Database.

Once a member from your club has entered the competition your club name will be displayed in the **Teams** section under the 'Competitors' tab in the event page.

Navigation: Details Settings Meet Manager **Competitors** Fees Web display Competitive Events Notes Open To Owned By T and C's Document

All Competitors

Member	Mail name	Type	Club			Balance		Paid	Volunteer
95	Miss C J Ru	2	Pukekohe Swimming Club	Amend	Cancel	65.00	Cash/Chg	Card	0.00

Page 1 of 1 | 1 - 1 of 1 | Per page 10 | csv

Enter Individual Create Team

Teams

Team	Size	Manager	Manager Name	Coach	Coach Name	Edit
Pukekohe Swimming Club	1					Edit

Page 1 of 1 | 1 - 1 of 1 | Per page 10

Once entries have closed, by clicking the [edit](#) button you will be able to apply for a Team Manager and Coach Accreditation based of the SNZ Coaches and Team Manager Ratios. Clicking the + button will give you a view all your swimmers entered.

Teams

Team	Size	Manager	Manager Name	Coach	Coach Name	Edit
Pukekohe Swimming Club	1					Edit

Team Members

Membership Number	Name	Type
959	Charlise I	Competitive Swimmer

Page 1 of 1 | 1 - 1 of 1 | Per page 10

Primary Positions

Team Manger and/or Coach	<input type="text"/>
Team Manger and/or Coach	<input type="text"/>
Team Notes	<input type="text"/>

A *Primary Positions* Box will be displayed for you to enter the minimum amount of either/or Coaches and Managers. The names entered need to be SNZ members and will need to be searched by their name or SNZ membership number.

Note: All Contact info e.g. Email and phone number will come directly from the members SNZ membership profile so please ensure this information is correct before applying.

Team Notes: This section is for any notes that SNZ or the Meet Organiser need to be aware of e.g. If the Manager is unable to attend an entre session, swapping sessions with another manager, if additional passes are required or application for regional manaaer.

Secondary Positions

Team Manager	<input type="text"/>	<input type="button" value="Add"/>
Team Coach	<input type="text"/>	<input type="button" value="Add"/>

Depending on Swimmer numbers and Coach and Team Manager Ratios, if you qualify for more positions a secondary box will appear to enter the details.

Once you have finished inputting all information please push **save**.

Note: You can continue to edit and update this information until the Team Manager and Coach application closes.