

## Appendix 3 (m)



Affiliated Club

### **JOB DESCRIPTION: TEAM MANAGER**

**JOB TITLE:** Team Manager

**PURPOSE:** The team manager ensures team cohesion at aquatic events and competitions. This includes logistics of events in our own venue and competitions at alternative venues. Responsible for the club's competition calendar

**RESPONSIBLE TO:** Management Committee (Chairman, Secretary, Treasurer, Head Coach)

#### **SKILLS REQUIRED:**

- Enthusiasm and have a good knowledge of the club and its athletes.
- Well organised, efficient, and work on own initiative
- Excellent communication skills with the ability to communicate with swimmers, parents, Committee, coaches, and event staff.
- Be able to relay information in a concise manner and make decisions in the interest of the swimmers and of the team.
- IT skills including spreadsheets and data bases.

#### **MAIN DUTIES:**

- 1) To attend team managers course level 1 and level 2
- 2) Attend the annual meeting for organising swimming events, liaising with other team managers, and arranging dates for swimming galas.
- 3) Be responsible for selection of the swimming team in consultation with the club coach.
- 4) Be responsible for the safeguarding of the team. Follow and promote club/ Swim England Safeguarding policy.
- 5) Ensure that arrangements are made for the transport of teams to galas.
- 6) Ensure that the team is taken to the appropriate venue.
- 7) Ensure that swimmers report in good time for each event.
- 8) Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
- 9) Ensure that team behaviour is controlled.
- 10) Submit results for inclusion in the newsletter and for the Web site.
- 11) Ensure that pool chaperones fulfill their duties.
- 12) Promote team spirit and behaviours.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_