

Job Description

Job title: Team Manager

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1. The primary role of the Team Manager is to ensure that swimmers are ready and prepared for their events at galas. A girls' and boys' Team Manager will be poolside at competitions. The role is sex specific (where possible) with the Girls' Team Manager (female) and the Boys' Team Manager (male). The candidate will be self-motivated and engender good team spirit amongst the swimmers.
2. The Team Manager will issue 'cards' to swimmers (where applicable) and ensure that swimmers report to the correct Lane End. Swimmers must seek the permission of the Team Manager to leave the poolside.
3. Other duties include ensuring that swimmers wear the correct club clothing, keep warm – including footwear, eat at the correct intervals, and maintain behaviour/discipline amongst swimmers. In addition, Team Managers are responsible for ensuring that Team Captains, medal winners (individual or team) receive their awards from the medal podium.
4. A Team Manager will be called to make the lane draw before the start of each competition. Other responsibilities include handing in signed team sheets and collecting result sheets at the end of each competition and handing to Coach.
5. The Team Manager(s) will ensure that all swimmers are accounted for before departing for away fixtures and on the return journey. Swimmers who require collecting/dropping off at points other than the designated departure point MUST notify the Team Manager(s) in advance so that they can oversee this procedure.
6. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational & communication skills, pleasant, friendly manner. It is also a mandatory requirement that the Team Manager is CRB checked & registered with the ASA plus attend a UK and/or Offshore Team Managers course as appropriate.

Reporting to:

The Volunteer Coordinator (when not at a gala) and/or Team Coach (when at a gala).

Appointed by:

The Volunteer Coordinator (to the role) & Fixtures Secretary (to a team).