

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

**JOB TITLE:** Team Manager

**RESPONSIBLE TO:** Chief Coach, Competition Committee & Management Committee

**SKILLS REQUIRED:**

- Well Organised
- Ability to motivate
- Communication Skills

**MAIN DUTIES**

- Regularly review fixture list for next galas.
- Ensure Head coach has program and gala conditions to enable him to pick the team.
- Obtain team list from head coach
- Advise the team of gala arrangements.
- Ensure that arrangements are made / coach booked if required to get swimmers to the correct gala venue
- Notify team – swimmers and parents and check availability.
- Inform coach of any swimmers not available and consult re alternative swimmers.
- Make sure that all swimmers are registered competitors (Category 2) with the ASA before swimming them in any competition that requires registration (see ASA handbook)
- Check that a coach has been booked if needed for away galas
- Check that all swimmers are on the coach to and from the gala.
- Ensure all swimmers have squad hats to wear
- At galas ensure that swimmers report in good time for each event
- Promote team spirit
- Supervise swimmers on coach and during any breaks in the journey
- Ensure that all swimmers have been collected by their parents on return.
- Ensure coach fares are collected and passed on to the treasurer.
- Collect results sheets and ensure competition secretary has details of team members to be able to enter the results on the Team manager program.
- Make sure club banner is taken to all galas.

## Team Manager (continued)

- If asking anyone to deputise for you on poolside check with the Club Welfare Officer to ensure that they have been registered with the ASA for Child Protection purposes.
- Follow and promote the ASA Child Protection policy
- Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics.
- Attend appropriate training courses
- Be a member of the NASC Competition Committee and assist with arrangements for suitable competitions.

**Time Commitment:** \_\_\_\_\_

**Signatures:** Team Manager: \_\_\_\_\_

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