



## **ROLE DESCRIPTION FOR TEAM MANAGER**

### **ROLE OF A TEAM MANAGER**

- The primary role of a Team Manager is to ensure that swimmers are fully prepared for their events at a gala\competition in order for them to swim fast and reach their full potential.
- To assist / support coaches on poolside at training sessions as required, e.g. Time trials.
- To manage a team(s) at training camps.

### **DUTIES OF A TEAM MANAGER:**

- Advise the team of gala arrangements
- Ensure that arrangements are made for the transport of teams to galas
- To collect, and bring on the day all swimmers emergency contact detail forms.
- Ensure that the team is taken to the appropriate venue
- Ensure that athletes report in good time for each event
- To liaise with gala officials, on behalf of the club and coaches, where necessary.
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Ensure that all swimmers adhere to the clubs Code of Conduct at all times.
- Submit results to club press officer
- Promote team spirit
- To liaise with coaching staff, as appropriate.
- To follow and promote the ASA Child Protection policy

### **COMMITMENT/TIME FOR THE ROLE**

- Full commitment / support at all club events.
- To ensure that coaches have a Team Manager available to them at all galas, and that this duty is fairly shared throughout the year.

### **BENEFIT TO SELF**

An extremely rewarding role within your club.

### **SKILLS AND QUALITIES REQUIRED**

- To be a confident and effective communicator that is approachable, clear and concise
- To be a good listener with an empathy for young people



- To respect confidentiality and be tactful and discreet
- Well organised and efficient
- Sound knowledge of the club
- Understanding and impartial

## **TRAINING AND OTHER REQUIREMENTS**

- ASA Team Managers Training Programme – (Contact your ASA regional office for details)
- Current CRB.
- Attend meetings, as required.
- Any other duties which may be dispensed from the Executive Committee.