

Warrington Swimming Club

Role Title: Team Manager

Responsible To: Management Committee

Role Purpose:

- To provide the logistics, administration and co-ordination of teams to and from and during a competition or training camp
- To manage a club team(s) at training camps, competitions, championships, league and tournament matches and other events
- Report to the Chief Coach of the club and the Management Committee on individual and team performances as required and in an appropriate form

Main Duties and Tasks:

- 1 To provide a central point of contact and liaison on behalf of the team.
- 2 Contribute to the selection of individuals and teams if appropriate and applicable in consultation with the appropriate coaching staff
- 3 Advise team members, team officials and other interested parties of gala, competition, championship or match arrangements as required
- 4 Ensure that appropriate arrangements are made for the transport of teams to galas, competition, championships and matches
- 5 Ensure the necessary communication to the coaching staff, team members, parents/guardians and club is undertaken relating to the venue, starting time, team selection, registration at the event and any kit or equipment required
- 6 Attend pre-competition briefings as required
- 7 Ensure that athletes report in good time for each activity, event or match as required
- 8 Ensure that all appropriate athletes are registered to compete in the appropriate activity, competition, event or match
- 9 Ensure both team members and support staff is informed of any emergency procedures
- 10 Ensure that team behaviour is controlled
- 11 Submit results to the coaching staff, the club Management Committee and to the Publicity Officer or other such person as designated by the club
- 12 Promote team spirit
- 13 To follow, promote and enforce the ASA Child Safeguarding policy, equity policy and club codes of conduct
- 14 Ensure implementation of club competition, travelling and financial policies.

Skills Required:

- 1 Well organised and efficient
- 2 Sound knowledge of the programme and the event or competition conditions
- 3 Sound knowledge of the club policies and codes of conduct
- 4 Sound knowledge of performance of the athletes as appropriate for the competition or event

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- 5 Confident and effective communicator
- 6 Understanding and impartial
- 7 Ability to respect confidentiality
- 8 Ability to make decisions based on the best interest of the individuals and the team
- 9 Able to work on own initiative
- 10 Possess good communication, presentation and numeric skills.
- 11 Must be articulate.
- 12 Must be computer literate.

Key Performance Indicators

- 1 Make reports as and when required on each event attended to the Management Committee in a format and a time specified by the committee
- 2 To attend not less than 75 percent of the appropriate events per year
- 3 Ensure the necessary schedules and resource requirements are established, published, distributed and delivered that will ensure agreed targets are reached and where appropriate exceeded.