

# Team Manager

## Introduction

The Team Manager ensures team cohesion at aquatic events and competitions. This may include the organisation of the logistics where the competition is at a different venue.

## Who we are looking for?

- You will be enthusiastic with a good knowledge of the club and its athletes.
- You will be well organised, efficient, and work on own initiative.
- You will be an excellent communicator, with the ability to communicate to a range of individuals including; athletes, parents, coaches and event staff.
- You will have an understanding of competitions requirements to ensure athletes are prepared and ready to compete.
- You will be able to relay information in a concise manner and make quick decisions based upon the best interests of individuals and teams.
- You will have the ability to remain calm in difficult and changing situations.
- You will have an understanding of IT including use of word processing, databases and spreadsheets.
- You hold an up-to-date Barred List Check and/or Enhanced DBS check and have completed approved child Safeguarding training within a reasonable time of taking up the position.

## What we and the club expect from you?

- To attend team manager training as required.
- To regularly communicate with parents, verbally and in writing, to ensure they are aware of the full details of the event including; meeting points for departure and arrival, staffing arrangements, overnight accommodation and food and drink arrangements.
- To be responsible for the administration and coordination of aquatic teams.
- To provide a central point of contact for the team.
- To be responsible for the safeguarding and wellbeing of athletes and staff.
- To attend pre-competition/camp briefings as required.
- To arrange all team travel, itineraries, accommodation, and team kit as required.
- To provide information to athletes, coaches, parents/guardians as appropriate.
- To undertake team selections as appropriate and in consultation with others.
- To be responsible on behalf of the team for any protests lodged during a competition.
- To promote positive team spirit and behaviours.

## Level of commitment required

This will vary depending on the nature of the competition/event but would involve planning and preparation in advance and attendance at the competition/event as appropriate.

## What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Volunteering Team.
- Access to Swim England training opportunities.

## What will you gain from the experience?

This is a fundamental, and highly influential role which requires the individual to take on a certain level of responsibility to the team members. The success of which and impact on the club will be determined by your own motivations and enthusiasms. As well as your ability to coordinate and manage teams during competitions and camps, it is an opportunity to take on a new challenge and facilitate the performance of your club and its athletes.