

ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: TEAM MANAGER

JOB TITLE: Team Manager

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Communication Skills - Well Organised - Understanding and impartial
- Enthusiastic - Ability to motivate
- Willing to undertake training courses:- Team manager & Child Protection
- Undertake CRB check

MAIN DUTIES

Be responsible for:

1. The teams' behaviour on the coach for away galas.
2. The teams' behaviour on the poolside at all galas.
3. Check the team members onto the coach for away galas, and on the poolside for home galas.
4. Hold a list of emergency contact numbers for swimmers, and copies of accident report forms.
5. Be responsible for the warm-up lanes, if requested by the team coach.
6. Make sure all swimmers wear club T. shirts and hats if worn.
7. Make sure swimmers do not leave the poolside without informing the team manager, and they inform the team manager on return.
8. Whenever possible, keep all team members assembled in one area.
9. Promote and follow the A.S.A. Child Protection Policy.

At a gala:

1. Make sure swim cards are posted in plenty of time.
2. Substitute swimmers that are not available to swim (unless Team Coach undertakes this duty.)
3. Give in the team list to the recorders table.
4. Make sure swimmers are in the correct place for their swim, and make sure they are aware of what stroke they are going to swim (especially important for young swimmers in relay events.)
5. Make sure that all swimmers are given their swim cards in good time for their swim.
6. Before sending the swimmers for their swim, check that they are aware of what stroke they are swimming, and distance.
7. Promote Team Spirit
8. When possible obtain copy of official results.

Returning home:

1. Check everyone back onto the coach, reminding them to wear seat belts.
2. On return to the E.P.I.C. make sure all swimmers are collected, **NEVER** leave anyone unsupervised.
3. Forward Gala results to competition secretary.

Time Commitment: Ongoing responsibility as well as club events.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____