



## TEAM CO-ORDINATOR

### Role

To co-ordinate a swimming team within the club for competitions and at training camps

### Main Duties

- Pro-actively communicate with the team as selected by the Head Coach, checking on availability of swimmers by e-mail and/or by telephone and/or directly; provide swimmers and parents with an emergency phone number to call if swimmers are ill or unable to swim on the day, stipulate that people must not just leave a voice message or text!
- Advise the team of gala arrangements, as provided by the club's Gala Co-ordinator/Chairman in conjunction with League Managers and the club's Open Meet Co-ordinator (where, when, time to be on poolside, kit required etc)
- Communicate team/swimmer availability to the Head Coach, including any emergency notice of illness/unavailability on the day
- Liaise with Volunteer Co-ordinator/Chairman to arrange required club officials and volunteers to attend specific galas and carry out required duties
- Forward the final team selection to the Volunteer Co-ordinator so that this can be given to the senior duty Team Manager for each gala/open meet (this will be destroyed after each gala)
- **In addition and of applicable:**
  - Ensure that arrangements are made for the transport of the team to the gala venue (liaise with the Chairman to book a bus or arrange appropriate lifts as required)
  - Liaise with duty Team Managers or nominated adult-in-charge on the team bus to provide them with a list of swimmers travelling (including relevant emergency contact/medical details)
  - Ensure that the team travels to the correct venue (providing maps, directions, venue post codes for SATVAV's for parents and/or the bus driver as required)

Please see the club website for links to resources to help you carry out your role.

**All volunteers are expected to uphold club policies, especially the child protection policy**