



TEAM MANAGER

Role

To manage and be responsible for a team at competitions and at training camps

Main Duties

- Respond asap to requests from Volunteer Co-ordinator for attendance at a gala/Open Meet
- Ensure that you are provided with a copy of the relevant team list to help you check that all expected swimmers are present (from Volunteer, Team or Open Meet Co-ordinators)
- Ensure that you have the Gala File for each gala/Open Meet from the Volunteer Co-ordinator - this will include emergency contact numbers, any medical issues and if swimmers have not achieved their competitive start award
- For league galas, ensure that the team list is handed in to the recording table (provided by the duty coach) and that you take a copy of the results on a memory stick at the end of the gala – the duty coach may do this.
- Make yourself known to all club swimmers at the venue and ensure that swimmers do not leave poolside/the venue without your permission
- Communicate with the team coach before and during the event; ensure there are no amendments to the team swims.
- Ensure that swimmers are prepared in plenty of time for their race and that they know what event they are doing; ensure that you send them to the correct end of the pool or to the stewards when requested (for Open meets)
- At an Open Meet/Counties, ensure that you receive the club's emergency phone from the duty coach. Any swimmers wishing to withdraw should have done so following the correct procedure for each meet. However any late withdrawals, due to illness or swimmers wishing to withdraw from an individual event on the day, should be communicated by text to the emergency phone or in person. Ensure that this info is forwarded to the meet organisers asap. The club could incur a £10 fine for failure to notify the organisers of withdrawals.
- Offer encouragement and support as required - keep calm and be confident!
- Know what to do in an emergency: accidents/injuries (cut feet etc) will be dealt with by the venue staff. Ensure that you get copies of any issued accident forms, which should be passed to the Child Welfare Officer as soon as possible
- Ensure that the team does not leave a mess on poolside or leave any belongings behind
- Help swimmers contact parents as necessary (ie in an emergency); ensure that all swimmers are collected at the end of the gala by a responsible adult
- Attend relevant training courses and complete CRB forms on time 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