



## **TEAM MANAGER Role Descriptor**

### **PURPOSE**

The coordination and administration of team during a competition.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Coordination**

- Coordinate the swimmers at competitions to ensure availability at marshalling for their events
- Liaise with Head Coach and other volunteers to support the swimmers during the competition
- Attend pre and post meet briefings
- Ensure that parents and swimmers know the requirements at the competition
- To be responsible for all team members whilst poolside at competitions

#### **2. Communication and correspondence**

- Provide a point of contact between swimmers and officials at competitions
- Registration and withdrawals of team members at competition venue
- Point of contact for all team member enquiries whilst at the competition
- Get to know all team members
- Effective use of Social media to publish team news from competitions

### **SKILLS / ATTRIBUTES**

- Approachable & friendly
- Confident and Effective Communicator
- Well organised and able to solve problems
- Patient

### **REQUIREMENTS**

- PVG Scheme membership
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Complete a self-declaration
- Attend appropriate training

### **TRAINING AND SUPPORT**

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)
- Team Manager Level 1: Local Competitions