



## TEAM MANAGER CLUB ROLE DESCRIPTOR

### PURPOSE

Ensure that all swimmers are able to participate in a safe and positive environment through working alongside coaching staff to deliver a well organised, appropriate and effective programme.

### MAIN FUNCTIONS AND DUTIES

- To liaise with coaches and other Club staff attending competitions / camps.
- To arrange all team travel and travel itineraries.
- To arrange accommodation and meals (consider dietary requirements).
- To provide a point of contact between swimmers and other swimming officials.
- To attend pre and post meet briefings.
- Manage trip budgets and expenses.
- To inform parents and swimmers of all details regarding the meet / camp.
- To be responsible for all team members whilst travelling or living away.
- To ensure that all compliance is met for meets and travel overseas (PVG checks, international permits, medical consent forms, risk assessments etc).
- To be point of contact for parents.
- To be point of contact for public relations, and pass team results onto relevant media groups when necessary.

### SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient

### REQUIREMENTS

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

### TRAINING AND SUPPORT

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

Team Manager Workshop

### TIME COMMITMENT

Time commitment can vary dependant on the number of club activities and events attending.