



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: TEAM MANAGER

RESPONSIBLE TO:

To the committee.

MAIN DUTIES:

1. The Team manager is responsible for the Clubs swimmers at Galas. It is his/her responsibility to ensure that the swimmers behave on poolside. He/she is responsible for making sure the correct swimmers swim in the races for which they have been selected, following the programme supplied by the Fixtures Secretary.
2. The Team Manager together with the Head Coach and/or teacher will be responsible for choosing substitute swimmers to take part in races, should the swimmer who was originally picked not have attended the gala.
3. The Team Manager should encourage team spirit amongst the swimmers – getting them to cheer and applaud members of their team, and also foster sportsmanship by encouraging applause of other teams even when we get beaten.
4. The Team Manager must make swimmers aware that they are responsible for their own belongings and also police the area where our swimmers have been to make sure, as a club, we leave places we swim at as clean and tidy as we found them.
5. The Team Manager must also foster good behaviour and politeness amongst our swimmers and make sure they wear Club hats when swimming.
6. The Team manager will be responsible for collecting result sheets and ensuring the PB record keeper receives a copy of results as soon as is possible.
7. At away Galas the Team Manager stands in place of parents who have not attended. The swimmers rely on the Team Manager, particularly the younger swimmers, to look after them, so the Team Manager must be sensible and reliable and someone to whom the swimmers can relate.
8. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____