



# Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

## Job Description: Team Manager

- Responsible to:** The Coaching Team and Sevenoaks Swimming Club Committee
- Main Purpose:** In discussion with the coaches, select swimmers for inter-club and other competitions, and either attend galas in person or delegate the role to another
- Skills required:**
  - Well organised
  - Ability to motivate
  - Communication skills
- Time Commitment:** 2 hours plus per week depending on the competitive calendar plus attendance at galas

### Main Duties:

1. Select a team in consultation with the appropriate club personnel ie: Club Coach
2. Advise the team of gala arrangements
3. Ensure that arrangements are made for the transport of teams to galas
4. Ensure that the team is taken to the appropriate venue
5. Ensure that swimmers report in good time for each event
6. Ensure that all appropriate swimmers are registered to swim in the appropriate competitions
7. Ensure that team behaviour is controlled
8. Submit results to press secretary
9. Encourage the development of a group of team managers under the overall supervision of the Team Manager, and ensure that other team managers fulfil their duties.
10. Promote team spirit
11. Act as delegate to competitive meetings
12. Distribute Kent and club team badges
13. Promote Swim 21 accreditation
14. Ensure the Health and Safety of members at all times
15. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
16. Adhere to and promote the Club's rules, regulations and other policy statements
17. Undertake any other tasks appropriate to this level of responsibility

Signatures: Team Manager: ..... Date: .....

Chairman: ..... Date: .....