



Sevenoaks Swimming Club

Founded 1915

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

Job Description: Speedo Team Manager

- Job Title:** Speedo Team Manager
- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for liaison with the Speedo League organisers. Act as Speedo League team manager working with coaches in relation to team selection, preparation and event safety
- Skills Required:**
 - well organised
 - effective communication
 - motivation skills
 - administration skills
- Time Commitment:** Varying but primarily during the last four months of each year, including attendance at Speedo League galas when Sevenoaks SC is competing

Key Tasks:

1. Understand Speedo League rules and requirements eg: swimmer qualification, competition rules and responsibilities of Sevenoaks SC for 'home' galas
2. Confirm Speedo League pool bookings for 'home' galas
3. Select Speedo Plus squad in consultation with coaches for booster training
4. Confirm with ASA Registration Secretary that selected swimmers are appropriately registered
5. Select teams for specific galas in consultation with the appropriate club personnel ie: Coach
6. When Sevenoaks SC is the designated 'home' club, liase with the Home Gala Secretary with respect to gala administration and support
7. Appoint gala judge and timekeeper(s)
8. Advise, in timely manner, the team, officials and helpers of gala arrangements and event selection
9. Ensure that arrangements are made for the transport of team to galas
10. Ensure that the team is taken safely to the appropriate venue
11. Ensure that swimmers report in good time for each event
12. Ensure that team behaviour is controlled
13. Submit results to press and notice boards
14. Ensure that other team officials and helpers fulfil their duties
15. Motivate team and individual swimmers to achieve objectives
16. Act as delegate at Speedo League meetings
17. Ensure the Health and Safety of members at all times
18. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
19. Adhere to and promote the Club's rules, regulations and other policy statements
20. Undertake any other tasks appropriate to this level of responsibility

Signatures: Speedo Team Manager: Date:

Chairman: Date: