



**Job Title – Team Manager**

**Responsible to – Head Coach**

**Purpose - Manage teams with respect to their safety, wellbeing and behaviour.**

### **Duties and Responsibilities**

- Abide by and promote all Club policies.
- To ensure all planning of events is carried out fully, e.g. transport, accommodation, itineraries.
- To be responsible for all documentation and bookings relating to each event i.e. disclosure checks, international permits, medical consent forms, risk assessment etc.
- To manage budgets for each event, including floats and cash handling.
- Attend relevant fundraising events.
- To liaise with coaches and other club members attending competitions/meets.
- To provide point of contact between swimmers and officials.
- To ensure all athletes in your care are in a safe, appropriate environment with adequate supervision.
- To ensure all staff and athletes adhere to Codes of Conduct.
- To be responsible for athletes off poolside.
- To provide reports after each event to the General Committee such as coach, athlete, parent feedback, accidents, incidents or poor practice.
- To evaluate your own performance regularly.
- To attend training as available/agreed i.e. Team Manager Course 1 and/or 2, Safeguarding and Protecting Children.
- To contribute to the positive image of the club and ensure continuing high standards.

NB This is not an exhaustive list and be adapted by the Club.

*Updated: November 2016 AGB*