

## **Swim England Cambridgeshire Competitions Manager**

1. Seek Executive approval to respond to invitations for inter-county competitions
2. Select team in accordance with methodology set out in the policy agreed by the Executive and the competition conditions, with reference to ASA Ranking data bases (long and short course)
3. Circulate a draft list of swimmers selected to Head Coaches for comment
4. Make appropriate arrangements for kit, travel and subsistence, where agreed by the Executive
5. Appoint team staff to include coaches and at least one team manager, proportionate to the size of team and nature of the competition, ensuring at least one male and one female staff and offering opportunities to a range of clubs.
6. Ensure that the Team Manager is appropriately trained and has a copy of the role description and other relevant information.
7. Liaise with the President over any invitation for him/ her to attend competitions
8. Issue selection letters to selected swimmers, with appropriate medical consent forms. Revise team selection where necessary
9. Advise the Official's Secretary of the requirements for officials, as required by the competition conditions
10. Submit the team, and make changes, in accordance with the competition conditions
11. Maintain, and have available, information on parental contacts and medical consent forms
12. Ensure that results of the competition are available to coaches.
13. Provide a report to the monthly Executive meetings, where appropriate, and an annual report to the AGM.