

Swim England Cambridgeshire Team Manager

Key attributes for this position include but are not limited to;

- **Coaching Qualification or equivalent experience**
- **Good Interpersonal Skills**
- **Ability to prepare and develop progress plans for the effectiveness of the County Team and Individuals**

Summary of key note responsibilities for this role.

The team manager is a vital team member in an aquatics team. The team manager is the person with responsibility for the logistics, administration and co-ordination of teams to, from and during a competition or training event. The team manager is the central point of information and communication for the whole team including athletes and coaches. The team manager should report to the chairperson.

General Duties include but are not limited to:

- To provide a central point of contact of communication on behalf of the team
- To attend pre-competition and camp briefings as required
- To arrange all team travel, travel itineraries and accommodation (where required)
- To provide information to athletes, coaches, parents/ guardians as appropriate
- To undertake team selections (if appropriate) and in consultation with others
- To ensure athletes' are appropriately registered for their events in association with coaching staff
- To organise team kit (as appropriate)
- The team manager should be appropriately dressed on poolside as per the counties recommendations
- To prepare and submit results to press officer/ media (as appropriate)
- Should be in possession of a list of contact details and medical information for the team in case of emergency, together with a register
- To promote positive team spirit and behaviours, ensuring the team follow a code of conduct
- To adopt the policies and principles of the ASA Child Protection Policy
- To prepare post competition/ event reports (as appropriate)