



Team Manager

The role of Team Manager is to provide support to the coaches and athletes at the coach supported meets, excursions, camps and trips. This enables the coaches to focus solely on each swim/program/activity the child undertakes allowing athletes a point of contact for any issues that may arise on the day.

Responsibilities camps/trips

- Team Managers (TMs) shall be appointed by the head coach and/or travelling coaches as required, for camps and activities where swimmers are travelling as a group.
- To be liaison between coaches and club members
- TM duties include but are not limited to:
 - sourcing and booking accommodation and hire cars/transport
 - planning and preparation of all meals,
 - planning and preparation and adherence to a budget, providing receipts to the Treasurer.
 - communication with families, setting up specific Team App group
 - administering CareMonkey requirements,
- TM costs shall be met equally by the participating swimmers, including the children of TMs. These costs include but are not limited to travel, accommodation and food.
- They shall volunteer their time for the duration of the camp/activity.
- TMs will be bound by club, SV and SAL policies.

Responsibilities meets/championships

- Attendance at designated coach supported meets and to support the coaches so that the coaches can focus on coaching only.
- Organisation of volunteer parent roster for timekeeping at meets
- Issue Team App notification to clubs when session reports and programs for meets are ready
- Liaison between parents and coaches on the day of the meet.
- Ensuring that ALL swimmers know their event numbers and assist the coaches in ensuring that swimmers are sent down for their races on time.
- Deal with any medical or emotional incidents by escorting swimmer to their parents.
- Ensure that swimmers are ready for medal presentations.
- Assist with organisation of relay teams.
- Representative at swim meets when officials meetings are called or if a representative of the club is requested in the marshalling area or on pool deck.

Attributes

- Current/valid Working with Children check – **mandatory**
- Knowledge of first aid, St John ambulance certificate – **highly recommended**
- an excellent communicator
- knowledge of state and national junior programs and their purpose
- well organised and an efficient worker
- have a strong understanding of the club and sport's rules, constitution and bylaws
- be an approachable and friendly person who can instantaneously develop relationships