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TEAM MANAGER ROLE GUIDE

AQUATICS FOR EVERYONE FOR LIFE



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The role of a Team Manager

The Team Manager oversees team planning and ensures cohesion at aquatic events and competitions. This may include the organisation of the logistics and management of individuals when a competition is at a different venue.

What makes a good Team Manager?

- Enthusiastic with strong knowledge of the club and its members.
- Well organised, efficient, and able to work on your own initiative without requiring direction from others.
- Excellent communication with the ability to communicate to a range of internal and external club stakeholders including; athletes, parents, coaches and event staff.
- Have an understanding of competition requirements and rules to ensure athletes are prepared and ready to compete.
- Able to relay information in a concise manner and make quick decisions based upon the best interests of individuals and teams.
- Have the ability to remain calm in challenging, dynamic situations.
- Have an understanding of IT including use of word processing, databases and spreadsheets.
- Maintain an up-to-date Barred List Check and/or Enhanced DBS check and have completed approved child Safeguarding training within a reasonable time of taking up the position.

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Responsibilities and expectations

- Attend team manager training as required.
- Regularly communicate with parents, verbally and in writing, to ensure they are aware of the full details of the event including; meeting points for departure and arrival, staffing arrangements, overnight accommodation and food and drink arrangements.
- Hold responsibility for the administration and coordination of aquatic teams.
- Provide a central point of contact for the team.
- Be responsible for the safeguarding and wellbeing of athletes and staff.
- Attend pre-competition/camp briefings as required.
- Arrange all team travel, itineraries, accommodation, and team kit as required.
- Provide information to athletes, coaches, parents/guardians as appropriate.
- Undertake or contribute to squad selections as appropriate and in consultation with others including coaches.
- To be responsible on behalf of the team for any protests lodged during a competition.
- Promote positive team spirit and behaviours.

What will I get from being a Team Manager?

As Team Manager, you will have the opportunity to directly impact the success of your club and its members by ensuring motivation, team cohesion, organisation and more. You will contribute to, and enable, the optimisation of performance by athletes and coaches alike by handling key administrative matters and ensuring poolside matters run smoothly at events, allowing them to focus on their performance.

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