

# TEAM MANAGER

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## Role

To manage a team(s) within your club at training camps and competitions

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## Skills

- Well organised and efficient
  - Sound knowledge of the club
  - Confident and effective communicator
  - Understanding and impartial
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## Main Duties

- Select a team (if applicable) in consultation with the appropriate club personnel
  - Advise the team of gala arrangements
  - Ensure that arrangements are made for the transport of teams to galas
  - Ensure that the team is taken to the appropriate venue
  - Ensure that athletes report in good time for each event
  - Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
  - Ensure that team behaviour is controlled
  - Submit results to club press officer
  - Promote team spirit
  - To follow and promote the ASA Child Protection policy
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## Commitment

Ongoing weekly responsibility as well as club events

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## Benefits to Self

An extremely rewarding role within your club.

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## Further Development/Support

*ASA Team Managers Training Programme*

A training opportunity available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

Training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618799

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website [www.britishswimming.org > Volunteers and Officials](http://www.britishswimming.org > Volunteers and Officials)

ASA Volunteer Contact

Matt Sturgess - ASA National Volunteer Coordinator

Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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**Useful Websites**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)

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