

# 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*

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If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website [www.britishswimming.org](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	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>