

VACANCY JUNIOR INTER COUNTY– LEAD TEAM MANAGER

September (date to be confirmed) **2020 @ Inspire Luton**

We are looking for a Team Manager to take the lead in organising our team for the 2020 Junior Inter County competition.

PURPOSE

Ensure that all athletes are able to participate in a safe and positive environment through working alongside team staff to deliver a well-organised, appropriate and effective experience.

MAIN FUNCTIONS AND DUTIES

- To work closely with coaches and other team staff attending the competition to select, invite and communicate with team
- To assist with recruiting Assistant Team Manager(s) and required number of Officials
- To liaise with County President regarding dates and attendance
- To arrange collection of shirts/hats/banners for the team and the county first aid kit
- To ensure water is available for the team
- To arrange team itinerary
- To arrange accommodation (for team to gather)
- To be the point of contact for:
 - all team members – swimmers/parents/coaches/officials/team managers
 - Swim England Hertfordshire Swimming Manager
 - public relations
- To attend pre and post meet briefings as appropriate
- To inform parents and athletes of all details regarding the meet, answer questions or refer to coaches and other Swim England Hertfordshire staff as necessary
- To be responsible for all team members whilst at the meet
- To ensure that all compliance is met (medical consent forms, contact details, risk assessments, GDPR etc)
- To produce a post event report including results and photos and send to the Swim England Hertfordshire webmaster for posting.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Attention to detail, deadlines
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver

REQUIREMENTS

- Hold current Swim England membership
- Hold Team Manager 1 or Team Manger 2 qualification
- Hold current DBS clearance (swimming or transferable)
- Hold current Safeguarding & Child Protection training

The above documents must be current and should be uploaded to the www.swimmingresults.org membership database, prior to the competition, in case the conditions of the meet require that full accreditation be printed off.