

## VACANCY

### NATIONAL INTER COUNTY– LEAD TEAM MANAGER (TM2)

October 3<sup>rd</sup> & 4<sup>th</sup> 2020 @ Ponds Forge, Sheffield

We are looking for a Team Manager to take the lead in organising our team for the 2020 National 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 book a 2 hour training session preferably at Hitchin pool on 3<sup>rd</sup> October 12:00 – 14:00
- To book a coach big enough to transport the team and staff
- To book overnight accommodation for the team and staff including the coach driver
- To pre book meals for the Saturday evening and breakfast on Sunday morning noting any allergies and dietary requirements
- To arrange room allocations for swimmers
- To arrange availability of funds for each swimmer and member of staff (£5 each) and top boy/top girl (£25 each)
- 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 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](http://www.swimmingresults.org) membership database, prior to the competition, in case the conditions of the meet require that full accreditation be printed off.

Closing date for applications : 31<sup>st</sup> December 2019