

Cheltenham Swimming & Water Polo Club



JOB TITLE: Team Manager (Synchro)

RESPONSIBLE TO: Discipline Technical Committee (Synchro)

SKILLS REQUIRED:

- Well Organised
- Ability to motivate
- Communication Skills
- Knowledge of sport & Laws
- Risk assessment awareness skills

MAIN DUTIES

1. Select a team in consultation with the appropriate club personnel i.e. Club Coach
2. Advise the team of competition arrangements and that arrangements are made for the transport of teams to competitions.
3. Ensure that arrangements are made for the transport of teams to competitions.
4. Ensure that the team is taken to the appropriate venue.
5. To be responsible for the risk assessment of visiting venues.
6. Ensure that swimmers report in good time for each event.
7. Ensure that emergency contact details of travelling persons are retained in club room (or equivalent) on day of event.
8. Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
9. Ensure that team behaviour is controlled.
10. Submit results to press and notice boards.
11. Ensure that the team Captain fulfil their duties.

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12. Promote team spirit.

13. Act as delegate to competitive meetings.

14. To follow and promote the ASA Child Protection policy

Signatures:

A. Woods *S. Fox*

27/9/11

Team Manager (Synchro).....

S. Man *S. Swift*

Date:.....

Chairperson:

[Signature]

Date: 27/9/11.....

Jessie M. Middle

9/10/11