

## Role Descriptor – Team Manager

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### **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**

- Liaise with coaches and other team staff attending event / camp
- Arrange all team travel and travel itineraries
- Arrange accommodation and meals (consider dietary requirements)
- Provide a point of contact for all team members
- Attend pre and post event briefings
- Inform parents and athletes of all details regarding the event / camp
- Be responsible for all team members during team travel or living away
- Ensure all compliance is met for event / camp (Activity Permission, Medical Consent, Photography Consent, Risk Assessments, PVGs, international permits etc.)
- Be a point of contact for parents / club and organisation staff
- Be a point of contact for public relations, and pass team results onto the Digital Communications Officer

### **Skills / Attributes**

- Good organisation and communication skills
- Reliable and trustworthy
- Approachable and friendly
- Motivator and problem solver
- Patient

### **Requirements**

- PVG scheme membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Sign and adhere to the relevant Code of Conduct
- Attend appropriate training

### **Training and Support**

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- Scottish Swimming Team Manager Workshop
- Online Team Manager Community on Hive Learning

### **Time Commitment**

- Can vary dependant on size and nature of club, and events attended

NB: This is not an exhaustive list and can be adapted by the club.