

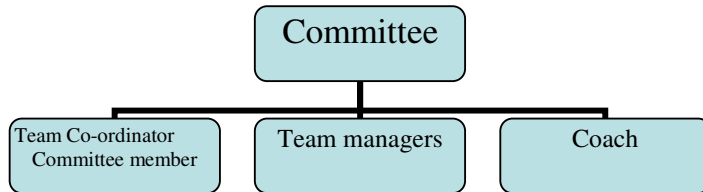
Date Adopted: 3.11.09

Date to be reviewed: Nov.2011

## Weston Super Mare Swimming Club

Job description- Team Manager Co-ordinator

Structure:



### Qualification required:

- Enthusiasm for the club

### Qualifications recommended to achieve

- Team Managers Training & Development Programme (3hrs course )
- Safeguarding & Protecting Children Course (3hrs Course)

### Responsibilities & Aims

Ensure safety & well being of swimmers at a gala

To co-ordinate team managers for each swimming galas

### Members

1 committee member & 2 or 3 designated people to liaise with team managers and supply relevant information

### Procedure

Decide with Gala co-coordinators which galas they are responsible for – supplying relevant action list to committee.

- Liaise with swimming coach / swimming committee
- Ensure team managers are appointed for gala
- Team Registers issued
- medical forms collected from cupboard & issued to team managers
- Ensure coach has been booked if required by designated person
- Correct amount of Team managers male / female are organized for each session schedule produced
- To request team managers course as required 3 months notice in advance
- To send a written report to any committee meeting on any issues arising from galas re safety/child welfare issues

