



**CHEAM MARCUDA  
SWIMMING CLUB**



## **"JOB" DESCRIPTION FOR TEAM MANAGER**

1. To attend training sessions on a regular basis.
2. To support and encourage all club members, both in the squads and the teaching groups, in their training and in competition.
3. Working with the Competition Secretary, plan a programme, including Open Meets, that provides competition for a variety of age groups and standards, to ensure that as many members as possible can be included.
4. To select teams for competitions (league and trophy galas) and provide the Chief Coach with a copy of the proposed team prior to notifying the swimmers of their selection. Selections should of course be made on ability but other factors should also be considered. Cheam Marcuda Swimming Club, whilst encouraging excellence, also encourages commitment and enthusiasm, both to the club and to training, the Team Manager should support this by ensuring that team selections take this into account where possible and that as a result a broad squad base is established.
5. With the approval of the Chief Coach, to notify the swimmers of their selection giving as much advance notice as possible. It should be accepted that on some occasions swimmers may not be available due to other commitments, sporting or social and this should not prevent their selection on another occasion. If this is occurring very regularly then some discussion may be needed with the swimmer and/or parent and coach to determine whether there are any problems e.g. transportation, nervous of competition etc.
6. To ensure that a response has been received from each swimmer selected, prior to arriving at the fixture in order that the team can be planned to maximise its potential.
7. To encourage a pride in Cheam Marcuda S.C. by the wearing of club kit at all galas, particularly the wearing of the club hat.
7. To produce results for each gala, indicating where personal best times have been recorded, and display these on the Cheam Marcuda notice board at Cheam

Leisure Centre as soon as possible after the event. Copies of results should be also be provided for the Chief Coach, Assistant Chief Coach and Competition Secretary as well as a copy that should be kept for the club archives.

8. To maintain an up to date record of all members personal best times and to make these available to the swimmer. Information from these databases will be required by the person responsible for organising the Points Score Galas.
9. To invite swimmers to enter Open Meets (including County Championships), providing information and entry forms as required ensuring that the level of the competition is appropriate for the swimmer. Completing relevant forms and submitting entries on behalf of Cheam Marlins S.C.
10. To co-operate with and develop a good working relationship with the captain and vice-captain and together encourage a friendly, competitive attitude amongst the swimmers.
11. To maintain an awareness of any potential disagreements or disharmony between members that may affect any member's entitlement to train and compete in a comfortable, friendly atmosphere. Any continuing problems of this nature should be discreetly brought to the attention of the Coaches and/or Committee if the Team Manager feels the situation to be affecting the happiness and therefore the training of any member.
12. To encourage the highest standards of behaviour from all swimmers at all times, particularly when they are representing Cheam Marlins S.C. at galas or Open Meets. Poor behaviour reflects on the club as a whole.
13. To encourage team spirit. Swimmers should be encouraged to participate fully in galas not only when they are swimming but to support other team members in their events.

#### **JUNIOR AGE GROUP/YOUTH CO-ORDINATOR**

1. To ensure younger swimmers are enjoying their training, have set themselves targets, long and short term, and are using their log books.
2. To ensure that younger swimmers are aware of what opportunities to compete are open to them and that they are entered into appropriate competitions.

The position of Team Manager is held subject to the above conditions being met and the Committee reserve the right to review the position should the conditions above not be fulfilled.

