

## **Role of the Assistant Team Manager (County Team Championships)**

The Assistant Team Manager is vital to the wellbeing and success of any team and the rewards can be invaluable. It is the Assistant Team Manager who helps the Team Manager with the smooth running of aquatic activities away from the club's home pool.

### **Duties of the Assistant Team Manager**

- To be responsible for assisting the Team Manager with the administration and coordination of aquatic teams.
- To provide a central point of contact for the team, in conjunction with the Team Manager.
- To be responsible for the safeguarding and wellbeing of athletes and staff.
- To attend pre-competition/camp briefings as required.
- To assist in arranging team travel, itineraries and accommodation as required.
- To provide information to athletes, coaches, parents/guardians as appropriate.
- To assist in the team selections as appropriate and in consultation with others.
- To ensure athletes arrive at the appropriate time and place when attending away fixtures and events.
- To be responsible on behalf of the team for any issues arising during a competition.
- To organise team kit as appropriate.

### **Skills and qualities required**

- Enthusiastic with a good knowledge of the club and athletes.
- Be well organised and efficient.
- Be an excellent communicator.
- Be understanding and impartial.
- Have the ability to maintain confidentiality.
- Have the ability to make decisions based upon the best interests of individuals and teams.
- Have the ability to work on own initiative.
- Have the ability to remain calm in difficult situations.
- Have an understanding of IT including use of word processing, databases and spreadsheets.

The County Team Championships will take place at Ponds Forge, Sheffield on Sunday 7<sup>th</sup> October 2018