



# **Scotia ASC Team Manager Role Descriptor**

**Version 1, Date 26/05/2024**

# SCOTIA ASC TEAM MANAGER

## ROLE DESCRIPTOR

### 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

- To liaise with coaches and other team staff attending competitions / camps
- To arrange all team travel and travel itineraries
- To arrange accommodation and meals (consider dietary requirements)
- To provide a point of contact for all team members
- To attend pre and post meet briefings
- To inform parents and athletes of all details regarding the meet / camp
- To be responsible for all team members whilst travelling or living away
- To ensure that all compliance is met for meets and travel overseas (PVGs, international permits, medical consent forms, risk assessments etc)
- To be point of contact for parents/club and organisation staff
- To be point of contact for public relations, and pass team results onto relevant media groups when necessary

### Skills / Attributes

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

### Requirements

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Sign and adhere to the Volunteer Code of Conduct
- Attend appropriate training

### Training and Support

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- Club Team Manager Workshop
- Scottish Swimming Team Manager Workshop

### Time Commitment

- Time commitment can vary.