

Team Manager Opportunity
District Regional Programme 2018-19

The District Regional Programme (DRP) will be held through the Autumn/Winter of 2016 and we are looking for notes of interest from volunteers who would like to be considered for a Team Manager position. Further information on the DRP can be found at:

<http://www.scottishswimming.com/district-regional-programme>

If you think you might be interested then please read the Role Descriptor attached, fill in the form and email it to the District Convenor - **Friday 13th July.**

West District: John Deans john.deans@blueyonder.co.uk

District Regional Programme 2018-19: Team Manager - Note of Interest			
First Name:		Surname:	
Tel Number:		Email:	
Club:		SASA No:	
Participation dependant on own child's involvement.	Yes/No Please circle.		
Please detail below your current level of involvement as a Team Manager and any past experience that you have:			

District Regional Programme TEAM MANAGER

ROLE DESCRIPTOR

PURPOSE

To ensure that all swimmers are able to participate in a safe and positive environment through working alongside coaching staff to deliver a well organised, appropriate and effective programme.

MAIN FUNCTIONS AND DUTIES

- Attend three District Regional Programme (DRP) days at an assigned Programme, as identified and directed by the District Swimming Convenor and the Orientation Day that precedes them.
- Dates for 2018-19 are as follows:
 - 1st September Orientation Day (Stirling)
 - 30th September Day 1
 - 11th November Day 2
 - 2nd December Day 3

Attendance at ALL Days is essential.

- Liaise with the District Swimming Convenor regarding facility hire, equipment, organisation and swimmer information including health status and emergency information
- Liaise with Facility Management to ensure the smooth running and appropriate resourcing of the DRP days
- Be responsible for the conduct of the swimmers and staff when attending the DRP, both with regard to each other and also other users of the facility
- Collect, collate and retain any measurements and recording for use/update on following DRP Days
- Carry out any administration duties required for the programme including;
 - keeping a register of all attending swimmers and dissemination to District Convenor & Scottish Swimming Performance Team
 - keeping a register of all attending coaches & poolside helpers and their clubs with dissemination to District Convenor & Scottish Swimming Performance Team as per the Timelines & Deadlines document
 - safekeeping of all swimmer medical and profile forms
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Requirements

All Team Managers must;

- > be available for ALL three Days and the Orientation Day
- > have a current Enhanced Disclosure Scotland PVG Certificate
- > be a current member of Scottish Swimming