

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 relevant District Swimming Convenor and the Orientation Day that precedes them. Dates for 2017-18 are as follows:
 - 26th August Orientation Day (Stirling)
 - 24th September Day 1 (all Districts)
 - November Day 2 (12th Nov – North District); (12th Nov – East District); (19th Nov – Midland District); (19th Nov – West District)
 - 3rd December Day 3 (all Districts)
- Liaise with the relevant 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 relevant District Convenor & Scottish Swimming Performance Team
 - keeping a register of all attending coaches & poolside helpers and their clubs with dissemination to relevant District Convenor & Scottish Swimming Performance Team as per the Timelines & Deadlines document
 - safekeeping of all swimmer medical and profile forms

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