

# KPSC

## Team Manager Role Description



### Team Manager Objective

The KPSC Team Manager is responsible for the management and welfare of KPSC athletes in their care as well as ensuring a cohesive KPSC Team during the swim meet.

### Knox Pymble Swim Club Team Manager Role Description

#### Before the Meet:

- It is strongly recommended that all Team Managers complete the Child Safety courses available online from Office of the Children's Guardian website. (Child Safe Sport eLearning: [eLearning | Office of the Children's Guardian \(nsw.gov.au\)](#))
- Email the KPSC Secretary ([kpsclub.secretary@gmail.com](mailto:kpsclub.secretary@gmail.com)) your up-to-date WWC number.
- Register as the KPSC Team Manager via Swim Central and complete the Expense Claim form for refund of registration fees and email to the KPSC Treasurer ([kpsclub.treasurer@gmail.com](mailto:kpsclub.treasurer@gmail.com))
- Attend a team meeting with coaching staff and committee members prior to the meet, as appropriate.

#### At the Meet:

- Attend pre-competition briefings as required.
- Understand competition requirements to ensure athletes are prepared and ready to compete.
- Be responsible for the administration and coordination of aquatic team during the meet.
  - Provide information to athletes, coaches, parents/guardians as appropriate.
  - Regularly communicate with parents, verbally and in writing via Team App, to ensure they are aware of the full details of the meet.

For Example: Organise where KPSC spectators should sit at the venue, so the club members sit together. Distribute Heats and Finals Information, Rosters, Meeting Points for swimmers and coaches, Social Events e.g. Team Dinner

- Submit KPSC Relay Team names and order at the start of each day as directed by the coaches.
- Marshall all KPSC swimmers in the distance events, 400s, 800s and 1500s for the week, as required.

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- Be responsible for the KPSC Camera and coordination of filming of athletes.
  - Liaising with KPSC Coaches.
  - Liaise with KPSC parent/caregivers rostered by the KPSC secretary.
  - Safe storage of the camera throughout the meet.
  - Charging camera batteries.
  - Downloading of recordings.
  - Distribution of the recordings to the coaching team.
- Provide a central point of contact for the team.
- Be responsible for the safeguarding and wellbeing of athletes and coaches.
- Be responsible on behalf of the coaches for any protests lodged during a competition.
- Promote positive team spirit and behaviours.