



DUNFERMLINE WATERPOLO CLUB

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CLUB TEAM MANAGER Role Descriptor

PURPOSE

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

- To liaise with coaches and other Club 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 between swimmers and other swimming officials
- To attend pre and post meet briefings
- To inform parents and swimmers 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 (Disclosure checks, international permits, medical consent forms, risk assessments etc)
- To be point of contact for parents
- 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

- Complete an enhanced Disclosure Scotland check
- Attend appropriate training

TRAINING & SUPPORT

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- Team Manager Level 1: Local Competitions
- Team Manager Level 2: Overnight Stays & Travel Abroad

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.

