



DARTFORD DISTRICT SWIMMING CLUB
MEMBERS: A.S.A. & R.L.S.S. AFFILIATED TO THE
S.E.REGION

Dartford District Swimming Club
Headquarters
Fairfield Pool & Leisure Centre
Lowfield St Dartford
Kent DA1 1JB

NATIONAL ARENA SWIMMING LEAGUE - TEAM MANAGER

Job Title: National Arena League Team Manager

Responsible to: The Dartford District Swimming Club Committee

Main Purposes:

Responsible for liaison with the National Arena League Organisers. Act as National Arena League Team Manager working with coaches in relation to team selection, preparation and event safety

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Skills Required:

- Well organised
- Ability to motivate
- Communication skills
- Administration skills

Time Commitment:

Varying but primarily during the last four months of each year, including attendance at National Arena League Galas when Dartford District Swimming Club is competing

Key Tasks:

1. Understand National Arena League rules and requirements e.g., swimmer qualification, competition rules.
2. Select squad in consultation with coaches for booster training.
3. Confirm with ASA Registration Secretary that selected swimmers are appropriately registered.
4. Select teams for specific galas in consultation with the appropriate club personnel i.e. coach.
5. Ensure that arrangements are made for the transport of team to galas.
6. Ensure that the team is taken safely to the appropriate venue.
7. Ensure that team behaviour is controlled.
8. Submit results to Information Officer and Notice Board.
9. Ensure that the team officials and helpers fulfil their duties.
10. Motivate team and individual swimmers to achieve objectives.
11. Act as delegate at National Arena League Meetings.
12. Ensure the health and safety of members at all times.
13. Adhere to and promote the Amateur Swimming Association's Child Protection Policy.
14. Adhere to and promote the Club's rules, regulations and other policy statements.

***If this is of interest, please contact Nick Pembroke on:
n.pembroke@btinternet.com to discuss further***