



GCSC Event Team Manager

Role

Responsible for the GCSC team at Galas / Open Meets

Skills

- Well organised and efficient
 - Enthusiastic and approachable
 - Good communicator and motivator
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Main Duties

- Liaise with Lead Team Manager to identify event requirements and team attending
 - Ensure transport, chaperones and other event arrangements are in place
 - Ensure team are aware of all arrangements, including specific kit (i.e. club hats)
 - Accompany team to events, supervise and ensure appropriate behaviour and account for all travelling. Collect coach fare if appropriate.
 - Ensure promotional equipment (i.e. banner) is taken to events
 - Hold emergency contact details for all attendees and ensure a non-travelling committee member also holds details
 - Promote team spirit throughout the event
 - Ensure swimmers are aware of event schedule and report in time
 - Collate results and pass data to Team Stats Co-ordinator (i.e. Hytek file)
 - Follow and promote ASA Child Safeguarding policy
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Commitment

On-going commitment throughout the year.
Additional time required in preparation for Events.

Benefits to Self

Rewarding position promoting GCSC as a well-managed club, building relationships with the team and enabling swimmers to achieve their potential.
