

Job Title: Lead Team Manager – County Development Day

Reporting to: Lead County Coach / County Competition Secretary

Based at: Varies – face-to-face venues as arranged + remote support

Commitment: Part-time, voluntary role, covering planning and delivery of County Development Day

Purpose of the Role:

The Lead Team Manager plays a pivotal role in the planning and delivery of the Middlesex County Development Day. Working closely with the Lead County Coach and County Competition Secretary, the Lead Team Manager ensures effective communication with clubs and swimmers, helps coordinate athlete selection and invitation, organises logistics, monitors attendance and payments, and ensures safeguarding and welfare standards are met in accordance with Swim England policies.

Key Responsibilities:

Swimmer Communication & Selection

- Liaise with the Lead County Coach to contact all eligible swimmers via their home clubs, based on the established Selection Policy.
- Distribute official invitation letters to selected swimmers and track responses.
- Manage acceptance and decline communications, updating the Lead County Coach so that reserve (Wild Card) selections can be offered in a timely manner.
- Maintain accurate records of all swimmer responses and selections.
- Be familiar with and ensure compliance with the County Selection Criteria, including Wild Card eligibility and selection timelines.

Selection Key Criteria for 2025 County Development Day:

1. Swimmers must be 12 years old as of 31 December 2025.
2. Must be a member of a Swim England affiliated MCASA club.
3. Must have competed in the 2025 Middlesex County Championships, unless Wild Card criteria apply.
4. Each eligible club is guaranteed at least one male and one female swimmer at the camp.
5. Primary selection based on long course 200IM performance. If insufficient, short course times may be used.
6. Wild Cards may be selected based on British Rankings if no County Championships performance exists. The swimmer's club must have participated in the Championships.

Post-Acceptance Administration

- Issue confirmation letters with camp dates and details once places are accepted.
- Include Swim England's Athlete Pack and ensure all swimmers and parents are well-informed.
- Send timely reminders to all attending athletes ahead of each session to encourage full attendance and ensure they are prepared.
- Coordinate with the Competition Secretary to ensure venue bookings are in place.
- Track receipt of swimmer payments and maintain a clear register of who has paid.
- Monitor attendance across all three development sessions (2 face-to-face and 1 Zoom).
- Work with the treasurer or competition secretary to determine eligibility for partial fee reimbursement for swimmers who complete full attendance on all 3 days.

Coach & Volunteer Coordination

- Invite all participating clubs to nominate one Junior Coach to support the Development Day.
- Liaise with the Lead Coach to ensure a minimum of 16 coaches are confirmed for both F2F days.
- Organise at least one other Team Manager 1 (TM1) qualified individuals to assist and meet Swim England's safeguarding requirements and work on the F2F days.
- Ensure all volunteers and support staff are DBS-checked and compliant with Swim England Wavepower guidelines.

Guest Speaker and Programme Enhancements

- Arrange an inspirational guest speaker (e.g. high-performance athlete such as Josh Kirew), to speak at the first face-to-face session (F2F1).
 - Coordinate with a qualified sports nutritionist to deliver a talk on performance nutrition relevant to age-group swimmers at the first face-to-face session (F2F1).
 - Ensure session timings, location, and equipment needs for speakers are confirmed in advance.
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Skills & Experience Required:

- Strong organisational skills with attention to detail.
 - Excellent communication and interpersonal skills – able to liaise effectively with swimmers, parents, clubs, and coaches.
 - Prior experience in a Team Manager or club administrative role is strongly preferred.
 - Understanding of Swim England's athlete pathway and safeguarding practices (Wavepower).
 - Ability to maintain accurate and confidential records, particularly for finance and attendance tracking.
 - TM1 qualification (or willingness to complete prior to the Development Day).
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Support & Training Provided:

- Full briefing from Lead County Coach and Competition Secretary.
 - Access to Swim England resources and Athlete Pack templates.
 - Reimbursement of pre-agreed expenses.
 - Ongoing support throughout the planning and delivery period.
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Safeguarding:

This role requires a clear understanding of Swim England's Wavepower 2024 safeguarding framework. The post holder must ensure:

- Appropriate adult supervision at all times.
- That all staff and volunteers are suitably trained and cleared to work with children.
- That incidents or concerns are reported promptly to the Lead Coach and/or Welfare Officer.