

Title: Team Manager

Classification: Director, Volunteer

Club: Cranbrook Triton Swim Club

Term: Minimum, one-year, elected position

Reports to: President and membership of
Cranbrook Triton Swim Club (CTSC)

Direct Reports: Committee members as
required and parent helpers

JOB OVERVIEW

The Team Manager is responsible for the smooth coordination and management of team logistics including during meet weekends. They handle securing accommodations, organizing team events, and serves as the point of contact for parents to ensure a positive and well-organized experience.

ACCOUNTABILITIES

- Coordinates and secures team blocks for hotel accommodations for swimmers, coaches and staff for away meets
- Organizes team events during meets including but not limited to social activities, meals and meetings
- Liaison between CTSC, parents and swimmers regarding logistics of away meets in a timely manner including but not limited to team events, schedules and travel details
- Collaborates with coaches about the teams' needs and scheduling requirements
- Coordinates other travel arrangements when applicable and manages changes and cancellations
- Ensures activities are within club policies and guidelines
- Address parents inquiries in a timely manner and escalated, when appropriate, issues to the board or coaching staff
- Prepares post event reports detailing accommodations, event participation and any feedback received
- Provides a monthly report to the board of directors at all regular meetings
- Attends CTSC board meetings on a regular basis

VOLUNTEER REQUIREMENTS

- Successful completion of a Criminal Record Check
- General computer knowledge
- Able to maintain confidentiality