



*1296A Kenmount Road  
Paradise, NL, A1L 1N3  
swimnl@sportnl.ca*

*(709) 576-7946(Ph.)*

*(709) 576-7493(F)*

## **Swimming Newfoundland and Labrador (SNL) Provincial Travel Team Manager**

Swimming Newfoundland and Labrador is seeking a Team Manager(s) for the SNL Provincial Travel Team for the remainder of the 2018-19 season.

### **Criteria:**

- Must be an active member in good standing with Swimming Newfoundland and Labrador
- Must have an adequate amount of personal time to satisfactorily perform the obligations of a Team Manager
- Must be familiar with the sport of swimming
- Must have previous administrative experience
- Must be willing to submit to a criminal record screening by the Royal Newfoundland Constabulary and/or Royal Canadian Mounted Police
- Minimum age – 25 years due to car rental requirements
- Valid Driver's License

### **Overview:**

- Is required to travel with the team to competitions
- If requested by the Head Coach, help coordinate and attend training camps
- Along with the Head Coach and/or Assistant Coach(es), book facilities and pool time for all training camps as required
- Ensure that proper registration procedures are completed fully and that all participants meet the eligibility requirements
- The Team Manager must complete all administrative duties and meet deadlines as required



***1296A Kenmount Road  
Paradise, NL, A1L 1N3***

*swimnl@sportnl.ca*

*(709) 576-7946(Ph.)*

*(709) 576-7493(F)*

- Maintain a close liaison with the Head Coach and SNL Executive Director on all Provincial Team matters
- Know, understand, and adhere to all policies for the position as per the Swimming NL Policy Manual
- Ensure that all Provincial Team members know, understand and adhere to the Swimming NL Code of Conduct as per the Swimming NL Policy Manual
- Attend all required Provincial Team meetings
- Keep parents/guardians and athletes fully informed on all matters relating to the Provincial Travel Team
- Act as spokesperson for the team, unless directed otherwise by the Head Coach
- The number of swimmers selected to a travel team will determine the number of Team Managers needed, therefore Swimming NL may select more than one applicant for this position.
- For those selected, all travel and accommodations will be included and a meal per diem is provided.

**Prior to Travel:**

- Assist the Head Coach in the development and submission of a Travel Team budget to the Executive Director
- Assist the Head Coach in preparation of the athletes to achieve the best possible competitive results, in a fair and sportsmanlike manner
- If necessary, assist the Head Coach in the discipline, suspension or dismissal of athletes in accordance with established Swimming NL policies and procedures
- Maintain SNL code of conduct
- Maintain appropriate records



*1296A Kenmount Road  
Paradise, NL, A1L 1N3  
swimnl@sportnl.ca*

(709) 576-7946(Ph.)

(709) 576-7493(F)

**During Competition:**

- Supervise athletes and are responsible for their conduct, before, during, and immediately after the meet, including during travel to and from the competition
- Is responsible for meal planning during the swim competition (advice will be given by the Head Coach)
- Is responsible for all communications to swimmer families regarding any swim updates from the competition
- Is responsible for securing swimmer's travel documents and medications as required by athletes
- Is required to accompany any swimmer, in the event of an emergency or medically urgent situation, to the hospital or medical clinic
- Is required to drive a rental vehicle to help in transporting swimmers to the competition venue, to the hotel, and to any planned activities.
  - For rental agreements it is required by the rental company to have a credit card
- Report Code of Conduct violations to the Head Coach and the SNL Executive Director

Please email expression of interest outlining your experience and how you would contribute to the Swimming NL Provincial Travel Team to:

**Corina Hartley**  
email: [swimnl@sportnl.ca](mailto:swimnl@sportnl.ca)

**Application Deadline is January 20, 2019**