



NSSA

Role of the Team Manager

Works with Assistant Team Manager to ensure both Assistant and Team Manager agree their respective responsibilities and that this is clearly communicated to members

Acts as first point of contact for members of their squad/team

Welcomes new skaters to squad

Administers a Squad Messenger Group – invigilates messages and encourages all skaters to use this group as their means of communication

Maintains up-to-date records including but not limited to:

- Personal details, address, contact details, dob
- NSSA number
- Annual signed copy of NSSA Rules
- Health form
- Accident and incident books

Maintains regular contact with squad/team members by text, email and attendance at training

Liaises closely with coaches ensuring they are up-to-date with skater details

Maintains a register of attendance and liaises with Treasurer regarding training charges

Assists in co-ordination of field moves tests

Assists in the production and regular review of the NSSA Risk Assessment

Represents NSSA positively at competitions and other events

Prepares for competitions including but not limited to:

- Preparing Competition documentation (entry forms) by closing dates
- Organising costumes and practice outfits
- Ensuring hair and make-up supplies are up-to-date
- Provide tights and/or work with tights coordinator
- Organise gifts for other competing teams and own squad
- Ensure all skaters are aware of their responsibilities whilst at competition

- Issue timetable and costs for competition
- Issue school letters for squad members requiring time off school
- Ensure a first aid kit is taken to competition
- Liaison with families

Manages attendance at competitions including but not limited to:

- Register team on arrival at rink providing appropriate documentation as appropriate (e.g. copy of passports; elements sheet)
- Issue skater passes
- Ensure CD of music is provided for competition organisers
- Supports the role of the chaperones (extra volunteers who help at events/competitions)
- Take responsibility for ensuring skaters are ready at the required times
- Liaise closely with designated coaches for additional training slots
- Ensure make-up and hair is completed on time and to standards required by coaches
- Take responsibility for checking hotel rooms on departure
- Ensure all mobile phones are collected and returned as agreed
- Liaise closely with nominated chaperones

Assists with the management of individual financial accounts, including but not limited to:

- Liaison with the Treasurer to ensure each squad members' financial account is up-to-date
- Collect, issue receipts and bank money as required

Contributes to club fundraising activities e.g. co-ordination of bag packing

Production of Squad Newsletter as required

Organises annual parents' meetings with coaches

Organises squad/team social events (at least annually)

Supports other committee members to understand their roles

Assists in the production and review of NSSA Club Development Plan

Produces report for AGM

Has due regard for the NSSA Confidentiality and Data Protection Policy and Procedures

Participates in training, including but not limited to:

- Safeguarding children
- First aid

The Foundation Manager also co-ordinates applications for membership and trial periods for new skaters

Assists in other tasks as delegated by the Chair

Actively plans succession, induction and handover for new Team Manager and Assistant Team Manager