



ASSISTANT MANAGER DUTIES

- Shadow Team Manager to prepare to lead the team the following year.
- Post information on e-Neighbor about parent info night, registration, etc.
- Monitor the team gmail account and answer e-mails as required.
- Send communications to all swim team families as needed. Including:
 - Parent Info Night
 - Registration
 - Practice Schedule
 - Kickoff Practice
 - Pre-Meet info
 - Post-Meet Info
 - Other team communication as needed
- Review registrations as they come in to make sure the appropriate information has been provided and the children fall within our age requirements.
- Communicate registrations received with the Treasurer, so she can track what payments and waivers are due. Can be done by providing a link to the registration document.
- Reserve clubhouse for Parent Info Night and Open House.
- Reserve pool/clubhouse for Wed home meets and Thurs rainout dates.
- Reserve clubhouse for End of the Year party and any other functions.
- Post information on E-neighbors re pool closings for practices and home meets.
- Maintain team rosters and contact/distribution lists.
- Be the point person for team inquiries from swim families and the neighborhood in general.
- Send welcome e-mail to visiting team for all home meets. Give parking logistics, concessions menu, warm up time.
- Work with other team leads to determine team policies and implement SSA standing rules within WF team.
- Work with other team leads to determine timelines, team budget and overall team operating strategy.
- Help recruit committee chairs and ensure they understand their responsibilities.