**Team Manager training**

**Organising a Team Manager course at your club**

If there are a few of you who need the training in a similar area (either within one club or a number of clubs in a network), you can actually apply to run your own course. To do this you will need to:

* Arrange a suitable venue and date for the course
* Download a registration form - [click here](http://www.swimming.org/go/library/document/team-manager-course-registration-form). Complete this and return to [lesley.burton@swimming.org](mailto:lesley.burton@swimming.org?subject=Team%20Manager%20Training).
* The workshops must be delivered by a registered Presenter. If you don’t have one to deliver the course, when you return the form leave the Presenter information blank, and you will be sent a list of Presenters in your area to contact.
* Once the course is registered, the Presenter will receive the course PowerPoint and course leader notes. They will also receive a candidate workbook and certificate to print out for the required number of delegates. There will also be an evaluation form and registration form which must be completed and sent back to The ASA by the Presenter after they have delivered the course.

As the organising club of a Team Manager course you would be responsible for the cost of the venue hire (if applicable), and the travel expenses of the tutor, but there are no other costs associated with running or attending the training.

If you’re not sure about any of the steps above, or have any queries, please contact the ASA Volunteer Engagement Team at [volunteering@swimming.org](mailto:volunteering@swimming.org)