



## WARRENDER BATHS CLUB TEAM MANAGER POLICY

The Management Committee and Head Coach will select team managers for designated meets and camps with reference to the Scottish Swimming Club Team Manager Role Descriptor set out below and the following:

- A ratio of one Team Manager for every 15 swimmers will be used. In some situations more or less team managers will be required.
- Parents interested in volunteering to become Team Manager can be indicated to the Management Committee. This responsibility will be rotated throughout the season.
- Team Managers will be required to hold a valid and up-to-date PVG.
- Swimmers under the age of 12 must be accompanied by a parent (or capable designate). Since the care of a young athlete is also a full time commitment, this parent (or designate) shall be excluded from being a Team Manager.
- Each Team Manager must attend a Scottish Amateur Swimming Association (“SASA”) team manager course and any update course required by SASA from time to time.

Team Managers must perform duties as outlined in the guidelines below.

### Medical Information

- Be aware of any medical conditions or allergies that the swimmer may have. The information contained in medical information sheets must be carried by the Team Manager.
- Be aware if a swimmer is required to take medication during the trip, and discuss the instructions with the parents prior to departure.
- Have ready access to a first aid kit (in team manager bag).
- Each swimmer must have a medical form signed by parent if attending an out of town meet.

### General Responsibilities

- Ensure that an up-to-date Code of Conduct has been signed by each swimmer and is held by the Club prior to commencement of the meet or camp.
- Ensure that the necessary parental consents are in place and have been signed by each parent/guardian and maintain an up-to-date list of parental contact details.
- Be responsible to the head coach (or lead coach) on an out of town swim meet.
- Ensure the safety and wellbeing of the swimmers while travelling to and from a swim meet.
- Be aware of details of local hospitals and doctors and use best judgement in the assessment of any medical conditions presented by the swimmers.
- Ensure that swimmers’ and team members’ catering requirements are adequately provided for.
- Be available to the swimmers and provide guidance when necessary.
- Know the swimmers names, ages, parents name and number, medical info etc.
- Be polite, courteous, and helpful to the swimmers.
- Collect and retain the swimmers plane tickets, health insurance documents, keys, valuables and money.
- Ensure that each swimmer has the Team Manager’s hotel name, phone number and room number.
- Under no circumstance consume any alcoholic beverage while chaperoning an out of town meet.
- Do not officiate at a meet, unless there is another parent available to take over the Team Manager duties temporarily.
- Be willing and able to drive a vehicle while at a meet.
- Be responsible for picking up and returning the Team Manager bag to the pool office. Responsible for recording any equipment needed by the swimmers.

## **Supervision Responsibilities**

- Supervise the swimmers during away events at all times during which they are not competing or training, subject to the swimmers being allowed to sign out of the training camp or competition with the agreement of the Team Manager AND where the consent of the swimmer's parents has been obtained in advance in the 'Code of Conduct and Commitment' where the swimmer is under the age of 16 years.
- Ensure the swimmers are accounted for at all times and are checked in and out of buildings and on and off buses.
- Ensure the swimmers behave and act responsibly (including with regard to nutrition, rules and curfews) and are respectful of others.
- Take daily registers of those swimmers who attend training and competitions and those who do not.
- Arrange to have the group be on time, wherever you go.
- Keep control, maintain order, but not be overbearing.
- Help children use their best manners and be respectful of others.
- When the bus/van is offloaded, check windows, floors and seats for trash or forgotten items.
- Remain in the same facility as the team at all times. If shopping (for Team supplies such as food, etc) needs to be done, then the team manager needs to arrange alternate supervision of the swimmers with the coach or other team managers so that they may leave the facility to perform this task.

## **At The Pool**

- Maintain indirect supervision and be available, but not interfere with the swimmers or coaches during the competition.
- Be aware of the event, heat and start times, be prepared for unexpected event changes.
- Assist coach to keep track of swimmers (especially younger ones) and when required make sure they are on time for their events.
- Be available to the coaches for any special tasks providing these tasks do not impede on the team managers primary task (chaperoning the athletes)
- Remind swimmers to leave the changing rooms tidy and to clean up their rest areas of any garbage
- Ensure all lodging swimmers and families have the team manager's name, phone number and room number.

## **Transportation**

- Ensure all vehicles are adequately equipped with seat belts and driven by appropriately licensed drivers.
- Ensure that rental vehicles are rented with full insurance coverage.
- Take regular attendance before the bus or vehicle gets underway.
- Assist the younger swimmers get on and off the buses/vans in a safe manner.
- Where feasible, the accompanying coach should sign on as a second driver.

## **Accommodation**

- Wake up rounds (make sure the swimmers are up and getting ready).
- Final night rounds – (ensure the swimmers are settling down and in their own rooms).
- Shopping – there will be trips to the grocery store that will have to be worked in – usually when the swimmers are resting between heats and finals.
- Ensuring adequate supplies of snacks and water are taken to the pool.
- Reserving the "last night out" well-deserved meal at a restaurant.
- Coordinating pick-up and drop-off times to and from the pool with the bus driver and/or the other team (that may be sharing).

## **Post Event**

- Provide a report/debrief to the coach and any parental or swimmer feedback required.
- Provide a report for the Management Committee which shall include a report regarding any concerns about poor practice or inappropriate behaviour, suggestions for improvements in the future and the daily attendance registers referred to above.

# **SCOTTISH SWIMMING CLUB TEAM MANAGER Role Descriptor**

## **PURPOSE**

Ensure that all swimmers are able to participate in a safe and positive environment through working alongside coaching staff to deliver a well organised, appropriate and effective programme.

## **MAIN FUNCTIONS AND DUTIES**

- To liaise with coaches and other Club staff attending competitions / camps
- To arrange all team travel and travel itineraries
- To arrange accommodation and meals (consider dietary requirements)
- To provide a point of contact between swimmers and other swimming officials
- To attend pre and post meet briefings
- To inform parents and swimmers of all details regarding the meet / camp
- To be responsible for all team members whilst travelling or living away
- To ensure that all compliance is met for meets and travel overseas (Disclosure checks, international permits, medical consent forms, risk assessments etc)
- To be point of contact for parents
- To be point of contact for public relations, and pass team results onto relevant media groups when necessary

## **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient

## **REQUIREMENTS**

- Complete an enhanced Disclosure Scotland check
- Attend appropriate training

## **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- Team Manager Level 1: Local Competitions
- Team Manager Level 2: Overnight Stays & Travel Abroad

## **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.