

# BPSC Team Manager, Coach and Chaperone Policy

(based on Wavepower 2024)

## Background

Swim England delivers team manager training in order to equip clubs and volunteers with the skills needed to ensure a safe and effective environment at all competitions and camps outside of your normal club training environment.

The existing team manager training covers two modules. Module one for local single day activity and module two for overnight stays and competitions / training camps overseas.

Within the team manager training, guidance is shared on the recommended ratios of team managers and coaches to athletes in both scenarios and this has been developed alongside the current Wavepower guidance and the NSPCC Safe Events, Activities and Competition Guide.

## Current guidance (for information and context)

The current ratio is different for team managers and coaches.

To comply with Wavepower, the ratio of coaches is currently 1:10. For teams of children all of whom are 10 years and under, this ratio drops to 1:8. In 2019, an aged-based ratio for team managers was introduced. This is currently different for the type of activity delivered as detailed below:

| Activity                                  | Team of children all 10 years and under  | Team of children 11-17 years | Team manager qualification          |
|---|--|------------------------------|-------------------------------------|
| Local single day activity                 | 1:16                                     | 1:20                         | TM1 module                          |
| Activity                                  | Team of children all 12 years or younger | Team of children 13-17 years | Team manager qualification          |
| Overnight stays – domestic / local        | 1:8                                      | 1:10                         | TM2 module for a minimum of one TM  |
| Overnight stays with international travel | 1:8                                      | 1:10                         | TM2 module for a minimum of two TMs |

Please note the current team manager requirement is in addition to the separate coach requirement which is set out in Wavepower.

## What is a supervisory role?

A team manager, coach or chaperone. Additional roles such as team volunteers or young volunteers are supplementary to the overall supervisory requirement.

All supervising team member roles must be 18 years of age or over and a registered member of Swim England. A member can only carry out one supervisory role at an activity, regardless of whether holding the appropriate qualifications for multiple roles.

A Team Manager must have the appropriate training for the role they are undertaking i.e. TM1 for local one-day competitions / training or TM2 for overnight stays, in addition to having an Enhanced DBS with Barred list check and approved safeguarding training.

When appointing team managers, consideration should be given to the relationship between supervising team members. It is best practice to ensure team managers are not closely related to other members of the supervising team, especially those who are also in a supervisory role such as coaches. This enables team managers to act independently should any concerns arise and for participants to feel confident to raise any concerns without fear of reprisal. If the organisation is unable to appoint at least one independent team manager, Swim England advise it is best practice to appoint two team managers.

A Coach acting as the lead supervising Coach must be at least Level 2/Coach qualified in addition to having to having an Enhanced DBS with Barred list check and approved safeguarding training.

For certain **local competitions only** it may be appropriate for a qualified Level 2 Teacher to be in attendance rather than a Coach. This will be determined by the club taking into account the level of swimmers in attendance and after discussion with the meet promoter.

The chaperone will take on the role of a responsible parent/guardian for a single member under 18 years of age who requires one-to-one support. This role is in addition to the supervisory roles of the coach and team manager and should not be considered when applying the ratio.

## Agreed ratios

Ratios can vary according to a number of key considerations that should be taken into account when selecting the number of supervisory roles required. These may include factors such as the age of those involved and whether you are working with disabled participants that may require additional support.

The minimum supervision ratios for local single day activity for athletes under 18 years of age is as follows:

The following table gives guidance on the distribution of supervisory roles within the total. These ratios are based on the team being in a single supervision area.

|   |
|---|
| Two qualified supervisory roles (coaches / team managers) for up to 10 athletes |
| Thereafter a ratio of 1:10 should be applied                                    |

| Number of athletes | Minimum supervisory roles required | Minimum number of coaches (one must be qualified to a minimum of Level 2 coach equivalent) | Minimum number of team managers (All TM1 qualified as a minimum) |
|--------------------|------------------------------------|--|--|
| Up to 10           | 2                                  | 1  | 1  |
| 20                 | 3                                  | 1  | 2  |
| 30                 | 4                                  | 2  | 2  |
| 40                 | 4                                  | 2  | 2  |

|    |   |   |   |
|----|---|---|---|
| 50 | 5 | 2 | 3 |
| 60 | 6 | 3 | 3 |

These are the minimum supervision standards. Clubs may wish to increase their number of coaches to ensure quality feedback is possible in larger groups.

When working out the number of supervisory roles needed for your activity, it is important to consider factors that will increase (not decrease) those numbers. These include, but are not limited to, the number of athletes or teams competing in a session requiring support during warm-ups, the age and experience of athletes taking part along with the number of separate areas that need to be supervised, for instance athletes sitting in the balcony or a separate sports hall. Consideration must also be given for athletes with additional needs when determining the appropriate ratio.

The ratios are shown in number bands of 10, i.e. 10-20, 20-30 etc. It is important to consider at what point within the banding do you increase the number of coaches and team managers required. This is called the tipping point.

When clubs are looking at the tipping point of the ratio numbers, it is essential that the risk assessment and key considerations are factored in. When in doubt, increase the number of supervisory roles. For teams of more than 10 athletes, it is important to consider the additional burden placed on team managers supervising all athletes not in the water and therefore the positive consideration towards an additional team manager before a coach in calculations is key.

## Local and International activity with overnight stay/s and where an International Permit is required

The minimum supervision ratios for activity with an overnight stay for athletes under 18 years of age is as follows:

The table below shows the distribution of supervisory roles within the overall total required for **Local and International training or competition with overnight stays**:

|  |
|--|
| Two qualified Team Managers (TM2) and one qualified coach (Level 2 or above) for up to 20 athletes** |
| Thereafter a ratio of 1:10 must be applied   |

| A                  | B  | C  | D  |
|--------------------|--|--|--|
| Number of athletes | Minimum total number of supervisory roles required | Minimum number of Coaches (A minimum of 1 coach with a Level 2 Coach /equivalent or above) | Minimum number of Team Managers (A minimum of 2 with TM2 qualification. All others TM1 or above) |
| Up to 10 **        | 3  | 1  | 2  |
| Up to 20           | 3  | 1  | 2  |
| Up to 30           | 4  | 2  | 2  |
| Up to 40           | 5  | 2  | 3  |

|          |   |   |   |
|----------|---|---|---|
| Up to 50 | 6 | 3 | 3 |
| Up to 60 | 7 | 3 | 4 |

## Gender ratios

At all times, affiliated clubs should consider a diverse workforce.

For all teams involving children separated by gender, the minimum standard that all clubs and organisations should adhere to is one male and one female in a supervisory role. The make-up of additional supervisory roles in the team are at the discretion of the club or organisation.

It is essential that the supervisory roles are supportive of athletes at all times and a plan should be in place alongside the risk assessment should an issue arise and athletes of one gender are no longer directly supported.

## Risk assessments

It is important to support any decision made on team staff supervisory roles with the completion of a robust risk assessment. This will help determine how you came to the number of coaches or team managers for each scenario.