



COMPETITION GUIDELINES FOR SWIMMERS, PARENTS/GUARDIANS, COACHES AND TEAM MANAGERS

Coaches responsibilities:

- Safeguard and support swimmers and their welfare poolside.
- Provide positive and supportive environment for all swimmers, promoting good sportsmanship and fairness.
- Supervise warm-up.
- Provide pre-race plan and strategy when appropriate.
- Give constructive and positive feedback to swimmers after the race.
- Serve as a role model in behaviour, attitude and appearance.
- Liaise with and support team managers.
- Communicate with referee and officials when needed.
- Respect officials, volunteer staff, other team's coaches and swimmers.
- Ensure compliance with Swim England rules and regulations, Club's Code of Conduct and venue safety rules.
- Report any unsafe or inappropriate behaviour to meet promoter.

Team Managers (TMs) responsibilities:

Team managers are parent volunteers who have been DBS checked and completed compulsory Safeguarding and Team Manager training.

- Represent the team in a professional, positive and respectful manner at all times.
- Supervise, safeguard and look after swimmers' welfare poolside.
- Act as the main point of contact for the team and a link between swimmers, coaches, parents and meet's officials.
- Inform referee of swimmers with serious medical conditions and/or disabilities.
- Provide swimmers with timely notice of upcoming events and direct them to the marshalling area to prepare for their races.
- Ensure team adheres to Swim England rules and regulation, Club's Code of Conduct and venue safety rules.
- Promote positive and fun atmosphere and model good behaviour and attitude.
- Respect coach-swimmer interaction – do not provide technical coaching or feedback.
- Treat all swimmers, parents, coaches, volunteers and officials with courtesy and respect.
- Manage administrative and organisation matters during the meet.
- Relay any information to swimmers as required.
- Uphold confidentiality and respect swimmers privacy when dealing with sensitive issues.
- Record incidents such as unsafe behaviour and report via appropriate channels

Parents/guardians responsibilities:

- Coaches and TMs are responsible for swimmers poolside. As soon as they enter changing facilities, they are responsibility of parents.
- Withdraw swimmers in accordance with meet's withdrawal procedure and inform team managers/coach.
- Inform team managers of late arrival to meets.
- Ensure your child has the correct kit: club cap and t-shirt, goggles (plus spares), costume (plus spare), towels, pool shoes, food, and drinks
- Keep emergency contacts and medical information up to date and inform the coach or team manager of any changes to the health state including "on a need to know basis" matters.
- Adhere to Club policies and Code of Conduct and Swim England rules and regulations.
- In accordance to Swim England Policy, parents or non-swimming siblings are not allowed to enter changing rooms or poolside during the gala.
- Promote good sportsmanship and positive environment.
- Respect volunteer officials and staff who make the competitions possible as well as other spectators and swimmers from competing teams.
- Limit direct contact with team managers during the meets for important matters and emergencies only. Even though team managers endeavour to help when they can, their main role is to safeguard swimmers poolside and ensure they attend races on time and may not be able to respond to individual requests.
- Parents should remain in attendance for swimmers aged 16 and under for the whole of the competition. If parents cannot attend or stay at the gala, the child must be under the responsibility of another designated adult and this must be communicated to the team managers.
- Swimmers 8 years and under – always handover and pick up your swimmer directly to and from the coach, TM or chaperone.
- Swimmers 9 years and over - coaches and TMs are responsible for swimmers poolside. As soon as they enter changing facilities, they are responsibility of parents.
- Collect your child promptly at the end of the competition.
- Direct any concerns and questions to coaches for the appropriate time, away from competition stress
- Follow the Club's or event organiser procedures for raising concerns.

Swimmers expectations:

- Arrive to meets at least 10 minutes before warm up and report to the coach or team manager.
- Sign in if required.
- Stay with the team on poolside throughout the gala, unless agreed otherwise with the coach or team managers. This ensures that the swimmers are ready for their races and the team managers know where they are at all times. It also promotes team spirit and encourages supporting friends.
- Attend marshalling area to line up for the race when instructed to do so by team managers.
- Keep the poolside tidy and respect venue facilities and follow all venue safety rules.
- It is paramount to inform the team managers if leaving poolside for any reason i.e. to go to the toilet, see parents in the spectator area or go to change after their last race.
- Behave according to Club's Code of Conduct and Swim England rules and regulations. Poor behaviour not only affects other swimmers, coaches and team managers but also reflects badly on the club. It is important to listen to the instructions from our club personnel as well as meet's referees, officials and other volunteers.
- As per Swim England Safeguarding Guidelines swimmers are not allowed to use mobile phones in the changing village under any circumstances. Phones must remain in bags/pockets
- Swimmers should not leave the meet until they can be collected by parent/guardian or responsible adult and signed off by the team manager.