



TEAM MANAGER POLICY

CLUB POLICY DOCUMENT

Team Managers will travel with the team to and from all out of town meets where necessary. The Committee and Head Coach will select team managers for designated out-of-Scotland meets and camps based on the following:

- A ratio of one team manager for every 10 athletes will generally be used. In some situations, more or less team managers will be required. A trip specific risk assessment should be carried out
- Parents interested in volunteering to become team manager can be indicated to the committee. This responsibility will be rotated throughout the season
- Team Managers will be required to have a PVG to undertake the role
- Athletes under the age of 12 must be accompanied by a parent (or capable designate) unless suitable supervision arrangements are able to be provided by the club. Where the care of a young athlete is also a full time commitment, this parent (or designate) may be excluded from being a team manager
- Each team manager must attend a Scottish Swimming team manager course

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

Medical Information

- Be aware of any medical conditions or allergies that the athletes may have. The medical information sheets completed at registration will be kept in the team manager bag.
- Be aware if an athlete 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 athlete must have a form signed by parent if attending a meet.

General Responsibilities

- Be responsible to the head coach on an out-of-town swim meet
- Ensure the safety and well-being of the swimmers while travelling to and from a swim meet
- Be willing and able to drive a vehicle while at a meet if appropriate
- Supervise the athletes during away events as appropriate
- Be available to the athletes and provide guidance when necessary
- Know the athletes names, ages, parents name and number, medical info etc
- Maintain a list of phone numbers and addresses of hotels and provide list to all parents and coaches
- Remain with athletes on each day of the meet until all athletes have been collected
- Be polite, courteous, and helpful to the athletes
- Safeguard the athletes plane tickets, keys, valuables and money etc as appropriate
- Ensure the athletes behave and act responsibly and are respectful of others
- Ensure that each athlete has the team manager's phone number and hotel 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

Supervision Responsibilities

- Ensure the athletes are accounted for at all times
- Keep everyone together in the same facility
- 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 athletes 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 athletes or coaches during the competition
- Be aware of the event, heat and start times, be prepared for unexpected event changes



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- Assist coach to keep track of athletes (especially younger ones) making 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 athletes to leave the changing rooms tidy and to clean up their rest areas of any garbage
- Support the coaching team as appropriate

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 athletes get on and off the buses/vans in a safe manner
- Where feasible, the accompanying coach should sign on as a second driver

Accommodations

- Wake up rounds (make sure the kids are up and getting ready)
- Final night rounds – (ensure the kids 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 athletes 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 etc
- 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)