



TEAM MANAGER POLICY

Team Managers will travel with the team to and from all out of town meets. 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 to every fifteen swimmers will be used. In some situations more or less Team Managers will be required.
- Parents interested in volunteering to become a Team Manager can be indicated to the committee. This responsibility will be rotated throughout the season.
- PVG checks will be carried out for all Team Managers.
- Swimmers under the age of 12 must be accompanied by a parent / guardian. Since the care of a young athlete is also a full time commitment, this parent / guardian shall be excluded from being a team manager.
- Each Team Manager must attend a SASA Team Manager course.

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

MEDICAL INFORMATION

- Be aware of any medical conditions or allergies that the swimmers may have. The medical information sheets completed at registration will be kept in the Team Manager bag.
- 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 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 wellbeing of the swimmers while travelling to and from a swim meet.
- Be willing and able to drive a vehicle while at a meet.
- Supervise the swimmers during away events at such times when not in care at their lodgings.
- Be available to the swimmers and provide guidance where necessary.
- Know the swimmers names, ages, parents name and number, medical info etc.
- Maintain a list of lodging names, phone numbers and addresses and provide list to all parents and coaches.
- Be polite, courteous and helpful to the swimmers.
- Safeguard the swimmers plane tickets, keys, valuables and money.
- Ensure the swimmers behave and act responsibly and are respectful of others.
- Ensure that each swimmer has the Team Manager's hotel name, phone number and room number.
- Under no circumstances 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.
- 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

- Ensure the swimmers 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 an alternate supervision of the swimmers with the coach or other Team Managers so that they may leave the facility to perform the 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 time, be prepared for unexpected event changes.
- Assist the coach to keep track of swimmers (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 Manager primary task (chaperoning the swimmers)
- 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 may 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).

Please note: GASC will always endeavour to provide the appropriate Level 1 or 2 Team Manager. However, from time to time this may not be achievable and as such a club representative will be sought to carry out the role of a Team Manager.