

14. Team Manager & Travel Policy

Kilmarnock Amateur Swimming Club ("KASC") is committed to ensuring compliance with governance documentation outlined by Scottish Swimming. In line with this, Team Managers will travel to competitions/ external events with the team, in accordance with the following criteria:

- In the event that team travel to a particular destination is required
- In the event that overnight stay is required for the purposes of visit
- In any event that the Committee, in consultation with the Head Coach, deem appropriate

A ratio of one team manager for every 15 swimmers will be used. In some situations, more or less team managers will be required.

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.

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 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
- Each swimmer must have a form signed by parent if attending a meet

General Responsibilities

- Be responsible to the Head Coach during trip
- 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
- Liaise with the Head Coach to ensure that all documentation (risk assessment, codes of conduct and team travel agreement) is completed prior to departure
- Supervise the swimmers during away events at such times when not in care at their lodgings
- Be available to the swimmers and provide guidance when 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
- Meet all lodging families personally
- Remain with swimmers on each day of the meet until all have been taken home by their lodging families
- Be polite, courteous, and helpful to the swimmers
- Safeguard the swimmers plane tickets, keys, valuables and money (subject to activity agreement)
- 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 circumstance consume any alcoholic beverage while chaperoning at an event
- Do not officiate at a meet, unless there is another parent available to take over the team manager duties temporarily

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 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) 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 swimmers to leave the change 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 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 kids are resting between heats and finals
- Ensuring adequate supplies of snacks and water are taken to the pool
- 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)

Prerequisites

- Authorise the Club to carry out a PVG check
- Undertake the appropriate Team Manager 1 and Team Manager 2 qualifications with Scottish Swimming

This version of the Policy was last modified 03/02/2024