

# Team Manager Update

October 2017

## Team Manager Training

<b>Module 1</b> Local Competitions	5 <sup>th</sup> December	Guildford Spectrum	6.30 - 9.30pm
<b>Module 1</b> Local Competitions	13 <sup>th</sup> December	K2 Leisure Centre, Crawley	6.30 – 9.30pm
<b>Module 2</b> Overnight stays and travelling abroad	9 <sup>th</sup> January	Guildford Spectrum	6.30 – 9.30pm
<b>Module 1</b> Local Competitions	11 <sup>th</sup> January	Bicester Leisure Centre	6.30 – 9.30pm
<b>Module 2</b> Overnight stays and travelling abroad	17 <sup>th</sup> January	The Leys Pool and Leisure Centre, Oxford	6.30 – 9.30pm

To book a place please see the website for a [Booking Form](#)

## County Team Managers Conference 18<sup>th</sup> March 2018

Following the success of the swimming athlete pathway programme 2017. We will again in conjunction with the England Talent Team be hosting a County Coach and Team Manager Conference. This will take place on Sunday 18<sup>th</sup> March at Leatherhead Leisure Centre. Full details will be available in the coming months. This conference will be for coaches and team managers that will be involved in the 2018 county camps and any other interested coaches/ team managers.

## Regional and County Team Manager Conferences 2017

The South East ran two Team Manager Conferences in 2017. The content of both days involved both technical knowledge and soft skills training. All presentations and resources are available on the website. <http://www.southeastswimming.org/workforce/team-managers/>

## Team Manager Presenter Training

The region ran a module 1 Team Manager Presenter training day on the 21<sup>st</sup> October, the day included some general presenter training and an in depth look at the module 1 course. Ten presenters were trained up to deliver courses around the region. If any existing Team Managers would like to train as a presenter to deliver Team Manager training either for their club or region please contact [Kristie.jarrett@southeastswimming.org](mailto:Kristie.jarrett@southeastswimming.org) for further information.

## Permission to travel

Feedback from Clubs has been that Team Managers have been asked at passport control to see the written permission for each child to be taken out of the U.K. Although the consent forms used by clubs often imply permission there is a concern that they may not be enough and they do not usually have the names of the Team Managers on the form. There is a sample template that can be amended on the gov.uk website. **Remember – International permits must be applied for 28 days in advance.** [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/348110/Letter\\_of\\_Consent\\_for\\_Minors\\_travelling\\_to\\_UK\\_Apr08.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/348110/Letter_of_Consent_for_Minors_travelling_to_UK_Apr08.pdf)

## Poolside Accreditation

All coaches, team managers and chaperones wishing to be poolside for national swimming events must have a valid poolside accreditation.

### Before you apply

Coaches, Team Managers and Chaperones will not be able to apply for poolside accreditation to national swimming events without the following documents;

1. DBS - you must have a valid Disclosure and Barring Service (DBS) check.
2. Minimum Qualification  
Coaches must have at least a Level 1 Coaching Certificate or equivalent. Team Managers must have a Team Manager Training Module 1 Certificate or equivalent.

From 2018 onwards, you will also need:

3. Safeguarding Certificate  
In preparation for 2018 requirements, all coaches, team managers and chaperones are required to update and record their safeguarding qualification with the Swim England Memberships department.

See <http://www.swimming.org/sport/poolside-accreditation/> for more information. Information on courses available in the South East can be found on the volunteer training calendar; <http://www.southeastswimming.org/wp-content/uploads/2015/08/Volunteer-Training-Calendar-November-20171.pdf>

## Risk Assessments and First Aid



Risk assessments should be completed for **every** event, templates are available on the website.



Team Managers should always ensure that they carry a first aid kit. Swim England would recommend the St John Ambulance Deluxe Sports First Aid kit, but alternatively a St John's Ambulance Universal First Aid kit would be sufficient.

There are a number of first aid courses run by reputable organisations which would equip the Team Manager with an appropriate level of knowledge, but Swim England would recommend St John Ambulance First Aid training where possible.

### Contacts – Regional Club Development Officers

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