

# South East Team Manager Forum

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## Agenda

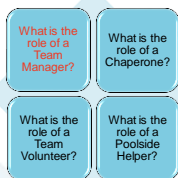
- Review of the past year
- Who's who in the team structure?
- How many Team Managers are needed?
- Medication
- Risk Assessments
- Qualifications
- South East opportunities
- Any questions

## Review of the past year

March 2020	• <a href="#">New Wave power 2020-2023</a>
April 2020	• <a href="#">New Swim England Safeguarding Course</a>
April 2020	• <a href="#">New Team Manager 1</a>
May 2020	• <a href="#">New Free Swim England Safeguarding Course</a>
June 2020	• <a href="#">South East - Team Manager Update</a>
July 2020	• <a href="#">Workforce Register</a>

# Who's who in the team structure?

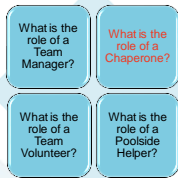
## Who's who in the team structure?



## Role of a Team Manager

- |  |  |  |
|--|--|--|
| To regularly communicate with parents, verbally and in writing | To provide a central point of contact for the team   | To be responsible for the safeguarding and wellbeing of athletes and staff |
| To ensure athletes are ready for competition on the day        | To attend pre-competition/camp briefings as required | To promote positive team spirit and behaviours                             |

### Who's who in the team structure?



### Role of a Chaperone

To travel with the club as required supervising and support one specific athlete

To collect and drop-off the Athlete at the designated departure and arrival locations

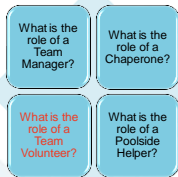
To be aware of the movements of your allocated athlete at all times

To obtain and hold all relevant athlete documentation and information

Ensure the general care and wellbeing of the athlete

To share with the team manager any details and issues which are relevant to the participation of the athlete

### Who's who in the team structure?



### Role of a Team Volunteer

To be a designated point of contact in the venue

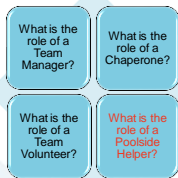
To be 'on call' to support Team Managers and coaches during designated times

To support the Team Manager in ensuring participants can compete in a safe environment

This role is club, competition and camp specific and relates to the risk assessment

The specific requirements and responsibilities of the role will be agreed with the Team Manager

### Who's who in the team structure?



### Role of a poolside helper

To assist with the set-up of the pool for club training sessions

To follow the instructions of the coach to support the delivery of the session

To be aware of the safety of the session at all times

To make sure that Athletes have the correct equipment needed for the session

## Comparing Team Manager, Chaperone & Team Volunteer

Requirement	Team Manager	Chaperone	Team Volunteer
Do they need a DBS check?	Yes – defined role in Wave Power	Yes - defined role in Wave Power	No – not a defined role in Wave Power
Do they need Safeguarding Training?	Yes	Yes	No but must be aware of reporting procedure
Do they need to be poolside?	Yes	Maybe	No
Do they carry personal details?	Yes	Yes	No
Are they responsible for the supervision of children?	Yes	Yes	No – they support the supervision
Swim Membership required?	Yes	Yes	Yes
Aged 18 & Over	Yes	Yes	No

How many Team Managers are needed?

## Ratios

- A team of children all of whom are 10 years old or younger
  - 1 : 8 Coaches
  - 1 : 16 Team Manager
  - 1 : 16 Team Volunteer (Recommended)
- A team of children all of whom are 11 – under 18 years old
  - 1 : 10 Coaches
  - 1 : 20 Team Manager
  - 1 : 20 Team Volunteer (Recommended)

## The Gender Ratio – recommendations

- Under 11 year olds – 1:8
  - For up to every 8 male participants best practice is 1 male adult who is either a coach or Team Manager
  - For up to every 8 female participants best practice is 1 female adult who is either a coach or a Team Manager
- 11 – under 18 years old – 1:10
  - For up to every 10 male participants best practice is 1 male adult who is either a coach or a Team Manager
  - For up to every 10 female participants best practice is 1 female adult who is either a coach or a Team Manager
- Adults
  - A minimum of one adult of each gender

## Practical Application for 11+ ratio

Number of Athletes	Number of Coaches	Number of Team Managers	Team volunteers (included under best practice model)	Total of Coaches, Team Managers and Team Volunteers
Up to 10	1	1	1	3
11 – 20	2	1	1	4
21 – 24	2	1	1	4
25 – 30	3	1	1	5
31 – 35	3	2	2	7
36 – 40	3	2	2	7
41 – 50	4	2	2	8
51 – 60	5	3	2	10

Medication

## Reminder

You are not a doctor in this role even if you are a qualified doctor!

Parents of athletes under 18 are responsible for ensuring the athlete has the necessary medications

Parents must determine who should carry the medication and advise the Team Manager accordingly

The athlete can carry the medication but must advise the Team Manager of its location

The athlete must advise the Team Manager of any usage

## General Medication

### Can Team Manager Carry Medication?

Yes Team Manager can carry medication on behalf of the athlete however:

- The medication should be signed over and back between parent and Team Manager
- It must be clearly labelled with the athlete's name
- The athlete must request the medication
- The Team Manager must record the time(s) and dose(s) taken

The Team Manager must inform the parents of any usage

### Can Team Managers carry a general medication kit?

It is the Team Manager's personal choice to carry a general medication kit and it may include:

- Paracetamol
- Ibuprofen
- Antihistamines
- Plasters
- Antiseptic cream
- Ice Packs
- Check in with parents before allowing the use any medication and Ensure the parents are aware of the brand
- Do not offer to athlete, wait for the request

## Risk assessments

## Risk assessments – why are they important?

**Risk assessment is a term used to describe the overall process or method where you:**

- Identify hazards and risk factors that have the potential to cause harm to athletes (hazard identification).
- Analyse and evaluate the risk associated with that hazard (risk analysis, and risk evaluation).
- Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).

### Or to put it another way

- A risk assessment is a thorough look at the competition environment to identify those things, situations, processes, etc. that may cause harm, particularly to athletes. After identification is made, you analyse and evaluate how likely and severe the risk is. When this determination is made, you can next, decide what measures should be in place to effectively eliminate or control the harm from happening.

## Does your Club have Risk Assessments?

- All clubs should regularly carry out Risk Assessments for:
  - Home training / event
  - Events at another pool
- Do you have access to them?
- Read them, Review them, Update them as necessary!



## Qualifications

## Updating Swim England Records

<b>Where can guidance be found regarding DBS and Safeguarding requirements for club personnel?</b>
-For information please refer to Wavepower - Section 2, P.41-47
<b>What is the process if my current DBS is missing from OMS?</b>
-Individuals should initially contact their own Club Welfare Officer who will check information and send this to the Swim England DBS Department -Individuals should initially contact their own Club Welfare Officer who will check information and send this to the Swim England DBS Department
<b>I have completed Safeguarding training, however it is missing from OMS</b>
-Please send a copy of your certification (i.e. UK Coaching certificate or proof of training to <a href="mailto:records@swimengland.org">records@swimengland.org</a> ) -Full info can be found here <a href="https://www.southeastswimming.org.uk/content/uploads/2020/04/Updating_Subordinate_certificates_guide.pdf">https://www.southeastswimming.org.uk/content/uploads/2020/04/Updating_Subordinate_certificates_guide.pdf</a>
<b>My ASA/Swim England coaching certificate (pre 1st October 2016) is missing from OMS</b>
-Please email the Swim England Qualifications inbox: <a href="mailto:info@swimenglandqualifications.com">info@swimenglandqualifications.com</a>
<b>My ASA/Swim England coaching certificate (post October 2016) is missing from OMS</b>
-Please email: <a href="mailto:coachingcertificates@swimengland.org">coachingcertificates@swimengland.org</a>
<b>My ASA/Swim England teaching qualification is missing from OMS</b>
-Please email: <a href="mailto:info@swimenglandqualifications.com">info@swimenglandqualifications.com</a>
<b>Does Swim England accept a DBS Enhanced Disclosure that has been carried out through another organisation?</b>
-Yes if you have already signed up to the DBS Update Service. Consent forms and further information regarding the update service can be obtained via <a href="mailto:DBS@swimengland.org">DBS@swimengland.org</a>

## Conclusion

## South East Opportunities

<p><b>South East Event Maker</b></p> 	<p><b>New - Young Volunteer</b></p> 	<p><b>New - Team Manager 2</b></p> 
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Any Questions

