

# Team Manager Update

## May 2021

This update is available on the South East website [www.southeastswimming.org](http://www.southeastswimming.org)

## Team Manager Training

Team Manager 1 Single Day Events	Wednesday 9th June	Online	18:30 – 21:00
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To book visit the website; <https://www.southeastswimming.org/workforce/team-managers/>

## Team Manager 2

You can express your interest online and we will send you details of future courses, when they are available - <https://www.southeastswimming.org/volunteers/team-managers/>

## New Team Manager Webpage

We have updated our Team Manager Webpage to include current and useful resources for Team Managers. The following key topics are included on the page;

- Who's who in the team structure?
- Social Media and Electronic Communication
- Risk Assessments
- Poolside Accreditation
- General Data Protection Regulation (GDPR)
- Travel Permit
- Team Manager Ratio
- Anti-Doping

## DBS and Safeguarding

As aquatic events return to normal please remember all Team Managers must have a valid DBS check and a current safeguarding certificate linked to their Swim England membership.

Safeguarding courses are currently being delivered online a full list of course can be found here - <https://www.southeastswimming.org/volunteers/training-opportunities/>

In order to reduce some of the financial burden on clubs, the South East Region will help towards the cost of Safeguarding & Protecting Children courses. For more information please visit our Bursaries & Funding page. - <https://www.southeastswimming.org/clubs/grants-and-bursaries/>

## Team Manager Tutor Training

Are you an experienced Team Manager? Would you like to use your knowledge and experience to help other aspiring Team Managers? We are looking to recruit more Team Manager Tutors in the region. The region would welcome any experienced Team Managers that would like to express an interest in delivering team manager training to get in contact. This is a voluntary position with courses expected to take place over Zoom. All expenses are paid.

For further information please contact –Ben McDonald - [ben.mcdonald@southeastswimming.org](mailto:ben.mcdonald@southeastswimming.org)

## Team Manager Reminder - Risk assessment

A risk assessment must be produced for each activity where hazards are present that could cause harm to members of the club. Please see the examples on the Team Manager page that can support you with creating your risk assessment. - <https://www.southeastswimming.org/volunteers/team-managers/>

## Team Manager Reminder - Ratio

The below is the best practice recommendations we understand that they might not be possible 100% of the time due to illness/injury etc.

### Single Day Events

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

### Overnight Stays and Travel Abroad

	A team of children all of whom are 12 years old or younger	A team of children all of whom are 13 to 17 years old
Coaches	1 : 8	1 : 10
Team Manager	1 : 8	1 : 10

### Gender Ratio

- 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

### Regional Club Development Officer

Regional Club Development Officer - [Kristie.jarrett@southeastswimming.org](mailto:Kristie.jarrett@southeastswimming.org) / 07725201601  
Regional Club Development Officer – [ben.mcdonald@southeastswimming.org](mailto:ben.mcdonald@southeastswimming.org) / 07780332279  
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