

Team Manager Update

May 2022

This update is available on the website www.southeastswimming.org

Team Manager Training

Team Manager 1 Single Day Events	Tuesday 5th July 2022	Online	18:30 – 21:00
Team Manager 2 Overnight stays and travelling abroad	Thursday 29th September 2022	Online	18:30 – 21:00

[To book visit the South East website for the online booking form;](#)

Team Manager 2 Workshop

Before booking onto a Team Manager 2 workshop all Team Managers must have the following prerequisites linked to their Swim England Membership record; Team Manager 1, Safeguarding training and a valid DBS. These will be checked in advance of the workshop taking place. If attendees do not have the required prerequisites they will unfortunately be unable to attend the Team Manager 2 workshop. If you need support with this please contact Ben McDonald ben.mcdonald@southeastswimming.org.

Swim England Safeguarding

It is a requirement that all Team Managers have a Safeguarding certificate which is in date.

Swim England Safeguarding course - An aquatics-specific safeguarding course has been created by Swim England which will help Clubs and their workforce meet the requirements of Club Affiliation and SwimMark. Bookings can now be made on the course at the current rate of £25. [Safeguarding Booking Page.](#)

South East Regional bursary scheme for Safeguarding - In order to reduce some of the financial burden on clubs, the region will help towards the cost of Safeguarding courses. The Region will support up to 50% of the cost of the course or £10 per person (whichever is the smaller amount). Further information can be found on the [South East Region Website.](#)

Updating your safeguarding certificates onto your OMS Profile - To ensure that your safeguarding training is added to your Swim England membership record with the minimum of delay, Swim England has developed a Member Options page to allow individuals to upload their safeguarding certificate. [A full step by step guide can be found on our website.](#)

Traveling abroad

Team Manager Training - Swim England requires that for Domestic trips a minimum of one Team Manager has Team Manager 2 and for all International travel there are two managers with Team Manager 2.

Travel permit - Any Members or affiliated clubs wishing to compete, officiate, coach or train in countries outside Great Britain must apply for permission to do so by completing an International Permit and Clearance Form. Please remember to apply for an International Permit at least 28 days before leaving the country

- Permits can be found on the [British Swimming Website](#)
- Swim England have also have further regarding permits including [frequently asked questions from clubs](#)

Permission to travel - It is becoming more frequent that Team Managers are being asked at passport control to see written permission for each child to be taken out of the U.K. Although the consent forms used by clubs may imply permission this 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](https://www.gov.uk).

Travel and Security policy - Swim England has created the [Overseas Travel and Security policy](#). The policy provides guidance and advice to members and employees planning overseas trips, including staff travelling on business, National teams competing in overseas competitions as well as club training trips.

Poolside Accreditation

There has been an increase in events using the Swim England Poolside Accreditation system. Please ensure that all your coaches, team managers and chaperones that require access to poolside have all their required elements on their Swim England membership. This includes

- Current Disclosure and Barring Service (DBS) check.
- Minimum Qualification/requirements (specific to the role)
- Safeguarding Certificate

Further information regarding the above elements can be found on the [Swim England Website](#). We would strongly recommend you check this as far in advance as possible as it can take time for the system to update.

Young Volunteers Programme

Thank you to all Team Managers that have supported the South East Young Volunteers on poolside this year. As a group of Young Volunteers they have submitted over 1,500 hours of volunteering hours already. We are now reviewing the programme for next year and we are interested to hear your thoughts on what works well and what you would like to see to be included in next year's programme. Please contact Ben McDonald ben.mcdonald@southeastswimming.org with feedback.

Contacts

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