

## Team Manager Duties - Day Camps

Swim Ireland Connacht is obliged to appoint a team manager for all camps. An assistant team manager may also be appointed to help with the discharge of duties. Volunteers will generally be sought in the week prior to the event. Volunteers should have completed the Team Manager (Level 1) course and also have completed the Basic Code of Ethics/Child Protection course. Team managers are also required to have submitted Garda Vetting forms to Swim Ireland. (Information on potential courses or queries on Garda Vetting is available from Swim Ireland).

In advance of the camp, the lead team manager should check the provisional timetable with the Region Secretary and clarify any issues with either the Secretary or the designated coaches for the camp. He/she should also ensure that he/she has received the list of swimmers from the Region Secretary and has access to some swimming hats to cater for new joiners to the programme.

On the day of the camp, the team manager (in conjunction with the assistant team manager) should:

1. Be at the venue at least ten minutes prior to the designated meeting time to greet the swimmers and parents. He/she should make himself/herself known to the coaches and to the venue staff.
2. Clarify the designated lanes, pool times and studio availability with the venue staff.
3. Collect the necessary documentation (Signed Code of Conduct, Signed Statement of Fitness and Health) and associated camp fee. Signed codes of conduct will also be required in respect of coaches and team managers for the camp. **No Form – No Swim rule applies**
4. Review the documentation set for completeness and note any issues to be brought to the attention of lead coach. These issues may include allergies, minor injuries, use of inhalers etc. The lack of appropriate signatures on forms may also initiate a “No Swim” rule.
5. Be available **to assist the coach** in regard to administrative and other matters. He/she should be in the vicinity of the pool for the duration of the camp. In practice, this assistance might involve:
  - a. Checking attendance of swimmers prior to commencement of gala and maintaining a checklist for each component part of the camp e.g. pool session #1, workshop, lunch, dryland, pool session #2, collection by designated adult at conclusion etc.
  - b. Noting issues and associated times where swimmers have to leave the session in advance of the designated end time,
  - c. Liaising with venue staff in relation to any matters (e.g. pool depth, access to kick boards)
  - d. Ensuring swimmers keep the area around the team tidy and are being respectful of pool rules.
6. Make arrangements for lunch. In practice this may mean obtaining vouchers from the restaurant for use by the swimmers, checking menu and arranging designated areas for eating.

After the camp, the team manager should:

1. Forward set of signed documents to the Region Secretary.
  2. Forward fees to Region Treasurer. (Note: it may also be possible to lodge the fees directly to the region’s bank account on agreement with the Region Treasurer).
  3. Write a summary report and submit to Region Secretary. This report should include the names of the swimmers, coaches and team managers. It should outline the broad format of the camp and should highlight any issues which need to be brought to the attention of the regional management committee.
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