

A Guide to Poolside Roles at competitions

The SE supervision policy dictates that there is a coach at every meet and at a least one team manager. The number of supervisory roles increases with the number of swimmers. The coach must be qualified to Level 2 (or Level 1 with a risk assessment in place). Please [see policy](#) for more information.

Role Requirements

Coach	Team Manager
Level 2 or Level 1 with RA Enhanced DBS issued by SE Approved Child Safeguarding certificate	Team Manager 1 certificate Enhanced DBS issued by SE Approved Child Safeguarding certificate

Coach

A coach will be with the team on poolside and expect to speak with each swimmer before each swim to discuss the race plan and after each swim and to give feedback. The coach will also ensure the welfare of swimmers.

Team Manager

A Team Manager will supervise swimmers and work alongside a coach. A team manager will take responsibility for swimmers on poolside, instructing when the swimmers need to speak with their coach, directing them to marshalling in good time for their race, dealing with issues and ensuring compliance with Swim England rules.

A team manager will organise swimmers, ensuring their welfare, and acting as a link between parents and swimmers

Duties:

The Team Manager will	The Coach will
Take a register Collect start sheets Direct swimmers to speak to their coach Direct swimmers to the marshalling point in good time for their race Ensure the well being of swimmers Communicate with parents as required Ensure compliance with Swim England rules Relay any information to swimmers as required	Supervise warm up Give pre race coaching to swimmers Watch and record times of swimmers race/s Give feedback following a race Ensure the well being of swimmers Communicate with parents as required Ensure compliance with Swim England rules Relay any information to swimmers as required

Expectations

It is expected that the poolside support team will

- Be prepared for the competition - have an understanding of the specific competition requirements to ensure athletes are prepared and ready to compete. This requires reading and understanding the meet pack and information provided by the meet organiser
- Be respectful, supportive and considerate of swimmers and the whole team promoting a cohesive team spirit and positive behaviours
- Effectively communicate to athletes, parents, coaches and event staff as required
- Provide a point of contact for the team
- Be responsible for the safeguarding and wellbeing of athletes
- Provide information to athletes, coaches, parents/guardians as appropriate
- Perform their allocated role for the full duration of the session (or arrange alternative cover)
- Actively support SSC and the whole team

Guidelines for poolside support roles

- Poolside teams should arrive on poolside at least 15 minutes prior to warm up for their allocated session
- Swimmers should not be left unaccompanied on poolside. A Team manager/coach should remain on poolside until all swimmers have left (in line with the supervision policy ratios)
- It is not permitted for anyone who does not hold a safeguarding certificate and an enhanced DBS disclosure for SSC to be on poolside in any capacity.
- It is not permitted for non swimmers to be on poolside (e.g. friends or family), they must use the spectator seating area (including friends of swimmers who are not members of SSC)
- At event venues where the team seating is located in the spectator seating stands (e.g. Ponds Forge, Sheffield), holders of an individual poolside pass are welcome to join the team. **However**, please be mindful of limited space: do not occupy seats or areas required for swimmers and the poolside staff. Please allow allocated Team Managers and Coaches to carry out their role without interference or distraction.

This does not apply when teams are positioned on the pool deck at an event or the poolside passes are shared. In these cases only the allocated poolside support team should be on the pool deck. Everyone else must use the spectator area.

- Any issues on poolside should be reported to the appropriate personnel following the event

We are committed to adhering to the requirements expected of us as a club and ensuring the safety of everyone involved

Team Manager Walkthrough

1. Ensure you have prepared for the event by printing any registers or event information required, including start sheets if applicable. Any meet specific information will have been sent to you prior to the event

Alternatively, you may need to collect a meet pack from the officials desk on arrival at the venue. This may contain poolside passes/wristbands, programme, withdrawal sheet etc.
2. Be available 15 minutes prior to the first warm to greet your swimmers and prepare them for warm up
3. During warm up, collect the start sheets for the team from the officials desk and inform them of any withdrawals, this may mean completing a withdrawal form.
4. Highlight all Skipton swimmers on start sheets to identify when swimmers need to arrive at marshalling. You may choose to attach a set to a wall for swimmers to view
5. Ensure that you are familiar with the meet schedule and start sheets
6. Direct swimmers to speak to the coach prior to their race – please use your judgement to do this at an appropriate time when the coach is not watching other races.
7. Direct swimmers to the marshalling area at least 6 heats prior to their heat. It is advisable to do this race by race in groups, but some swimmers prefer to go much sooner or later than directed.
8. After a race, direct swimmers to approach the coach for race feedback and then complete adequate swim down as directed by their coach
9. Encourage swimmers to drink plenty, and snack regularly
10. Results are now often online and some meets will display the results by posting hard copies on a wall in an accessible area.
11. Make sure all medals/penants are collected by the swimmers from the medal table – swimmers must wear a club shirt to collect medals.

Please note that

- Parents/guardians are expected to remain onsite/contactable throughout the event
- Swimmers should carry their own inhalers/medications and be able to use them independently if required
- Swimmers should inform you if they leave poolside for any reason and express their intentions to leave or when they will return

Suggested kit for a Team Manager

- Club shirt
- Clipboard
- Pen
- Highlighters
- Cellotape/blue tack
- Drinks and snacks

Please note that SSC will reimburse a member of the poolside team for liquid refreshments up to the value of £5.00 per half day session. Please keep your receipt and submit these to treasurer@skiptonsc.co.uk who will forward reimbursement.