



SELECTION OF TEAM MANAGER & CHAPERONES FOR THE RESPECTIVE TEAMS

The selection of the Team Managers and Chaperones for our respective national teams, will be the responsibility of the ABSF Executive Board. This is a volunteer position; however, depending on the championship, some expenses are covered by the ABSF.

Role of the Team Manager:

The Team Manager is a vital team member in an aquatics team. The Team Manager is the person with responsibility for the logistics, administration and co-ordination of teams to/from and during a competition or training event. A Team Manager generally is a central point of information and communication, and the expectation by all team members (including athletes and coaches) is that you will be the person with this knowledge... so be prepared! A Team Manager should report to the Head coach and is answerable to the ABSF Executive Board.

Team Manager Duties

- To provide a central point of contact/ liaison point for communication on behalf of the team
- To attend pre-competition/camp briefings as required
- To arrange all team travel, travel itineraries, and accommodation (where required)
- To provide information to athletes, coaches, parents/guardians as appropriate
- To ensure provision for athletes to arrive at the appropriate time at venues
- To ensure athletes are appropriately registered for their events in association with the coaching staff
- To organise team kit (as appropriate)
- To promote positive team spirit and behaviors
- To adopt the policies and principles of the AQUA Child Protection policy
- To work with other officials (coaches and chaperones) and delegate tasks as necessary to ensure management efficiencies
- To prepare and submit results to press officer/media (as appropriate)
- To support the ABSF public relations function by capturing engaging photographs and videos of athletes participating at the championships for onward sharing on social and traditional media platforms.
- To work with the ABSF media team to arrange an official team photo
- To participate in media promotion before, during, and after the competition as required.

- To prepare post-competition/event reports (as appropriate)

Commitment/time for the role

Will vary depending upon the nature of the competition/event, but would involve planning and preparation in advance and then attendance at competition/event as appropriate. Additional time commitment may be required in preparing reports/evaluations post-event. The ABSF usually looks at the parents of selected athletes or members of their executive team as potential managers. Applications are welcome from them, however this does not preclude another individual submitting an application.

Skills and Qualities Required

- Well organised and efficient
- Have the ability to remain calm in difficult and changing situations
- Enthusiastic with good knowledge of the team and athletes (as appropriate)
- Excellent communicator
- Be able to relay information concisely and make quick decisions based upon the best interests of individuals and teams.
- Have an understanding of competition requirements to ensure athletes are prepared and ready to compete.
- Understanding and impartial
- Ability to respect confidentiality
- Understanding of IT including use of word processing, databases and spreadsheets
- Able to work on own initiative

Term of Assignment

This role will typically expire by the return of the team from the Championship and when all the reports have been submitted and any ABSF equipment and paraphernalia have been turned.

Tools for the role

The following are deemed to be essential items for a Team Manager to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information
- Filing system to record all letters and correspondence
- Notebooks for meetings
- Telephone with access to an answer phone facility

Planning and preparation for a Team Manager

Without doubt, the key to being effective as a Team Manager is being prepared and having planned ahead for a competition or event. Areas that a Team Manager will need to have considered in advance of a competition/event are shown in the following checklist for Team Managers.

Tips for being an effective Team Manager

The skills required to be an effective Team Manager are mainly around the ability to be flexible, remain calm at all times and most of all be people-friendly.

1. Welfare is the number one priority for a Team Manager. As a Team Manager, you need to know where your athletes are, all of the time, and ensure you are familiar with the ASA policies on child protection.
 2. Keep a diary to record incidents. No matter how small an issue arises, keep a personal diary of the occurrence and keep this diary for a year after the event. From experience, it helps if anyone then questions something after the event, as you have written evidence to refer to.
 3. Integration of able-bodied and disability athletes. This is a critical point to ensure throughout an event. Your role as team manager is to encourage integration wherever possible, from transportation, through to meal times and accommodation. Where possible, ensure teams travel together, sit together for meals and are located within the same accommodation blocks/floors (where appropriate)
 4. Know the doping procedures for the sport. Should an athlete be required for a doping test, it reassures any athlete to know that you are familiar with the protocol and processes involved. Information is available at www.swimming.org to assist.
 5. Establish protocols with the team. This is part of agreeing behaviors and standards. To ensure well-being and respect between athletes and the team, establish and agree protocols on codes of conduct, use of mobile phones, quiet time, lights out etc. Agreeing these with the team allows the athletes and team members to take ownership of these decisions, as they contributed to the decision too!
- The code of conduct for both the team manager and chaperones form an integral part of the role of these positions.

PROCEDURES FOR APPLYING FOR A TEAM MANAGER AND CHAPERONE POSITION

1. Submit a written application of interest to the ABSF Executive and email it to secretary@absf.ag.
2. Include a statement of your suitability for the role
3. Include a CV of any experiences that make you suitable for this role
4. The ABSF secretary will acknowledge all applications and will communicate the final selection to all the candidates

SELECTION OF CHAPERONES

The rules of a championship determine the size of a National Team, and the number of chaperones selected is dependent on the number of athletes that attend the championship.

The chaperon position is also voluntary. Team managers and coaches are also chaperones. The following are the main roles and responsibilities, and they are covered in the code of conduct for chaperones.

A well-organized chaperone program is crucial to the success and smooth operation of a team travel meet. All chaperones should adhere to the following guidelines.

- Keep our swimmers safe. Safety is always your first priority.
- Be sure swimmers are well fed in a timely manner.
- Enforce the Swimmers' Code of Conduct.
- Attend a mandatory chaperone meeting before the team travels. At this meeting, a Head Chaperone will be designated for the team.
- Keep important information close at hand. The Head Chaperone is responsible for carrying at ALL times the following:
 1. Accurate and complete roster of all swimmers attending the team travel meet.
 2. Swimmer's medical forms (permission and release form, quick reference chart).
 3. Emergency contact information for each swimmer (permission and release form).
 4. Signed Code of Conduct from all swimmers.
 5. Cell phone numbers for coaches, other chaperones, and, if available, the swimmers.
 6. Accurate and complete list of swimmers' hotel room assignments and hotel room numbers.
 7. First aid kit.
- Follow the chaperon guidelines as outlined in the chaperon code of conduct.