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Swim England Policy

Team Manager, Coach and Chaperone policy

Background

Swim England delivers Team Manager training in order to equip clubs and volunteers with the skills needed to ensure a safe and effective environment at all competitions and camps outside of your normal club training environment.

The existing Team Manager training covers two modules. Module One (TM1) for Local single day activity and Module Two (TM2) for overnight stays at competitions / training camps locally and overseas.

Within the Team Manager training, information is shared on ratios of Team Managers and Coaches to athletes in both scenarios and this has been developed alongside the current Wavepower guidance and the NSPCC Safe Events, Activities and Competition Guide.

What do we mean by a Supervisory Role?

A Supervisory role is a Team Manager or Coach in charge of a team of athletes. A Chaperone whilst part of a team should not be taken into account when agreeing the supervision ratios for the overall team numbers. Additional roles such as Team Volunteers or Young Volunteers are also supplementary to the overall supervisory requirement.

A Team Manager must have the appropriate training for the role they are undertaking i.e. TM1 for local one-day competitions / training or TM2 for overnight stays, in addition to having an Enhanced DBS with Barred list check and approved safeguarding training.

When appointing Team Managers, consideration must be given to the relationship between all Supervising Team members. It is best practice to ensure Team Managers are not closely related to other members of the Supervising Team especially those who are in a role such as a coach. This enables Team Managers to act independently should any concerns arise and for participants to feel confident to raise any concerns without fear of reprisal. If the organisation is unable to appoint at least one independent Team Manager, Swim England advise it is best practice to appoint two Team Managers.

A Coach acting as the lead supervising Coach must be at least Level 2/Coach qualified in addition to having an Enhanced DBS with Barred list check and approved safeguarding training.

For certain **local competitions only** it may be appropriate for a qualified Level 2 Teacher to be in attendance rather than a Coach. This will be determined by the club or organisation attending the competition along taking into account the level of swimmers in attendance and after discussion with the meet promoter.

All supervising team member roles must be 18 years of age or over and a registered member of Swim England. A member can only carry out one supervisory role at an activity regardless of whether holding the appropriate qualifications for multiple roles. If a member is taking part in the activity as an athlete, they cannot also fulfil a supervisory role.

The Chaperone will take on the role of a responsible parent / guardian for a single member under 18 years of age who requires 1-2-1 support. This role is in addition to the supervisory roles of the Coach and Team Manager and should not be considered when applying the ratio numbers. This does not affect a Chaperone supporting an athlete older than 18 with additional needs.

A Chaperone within water polo training is someone whose only duty is to ensure the safety of the junior players by providing extra supervision, especially if male and female players are training together.

Applying the Ratios

When working out the number of supervisory roles needed for your activity it is important to take into account key considerations that will increase (not decrease) those numbers. These include, but are not limited to, the number of athletes or teams competing in a session requiring support during warm-ups, the age and experience of athletes, the number of separate areas that need to be supervised, for instance athletes sitting in the balcony or a separate sports hall or if staying overnight, the travelling between hotel and venue. Consideration must also be given for athletes with additional needs when determining the appropriate ratio.

As an affiliated organisation, it is essential that you take time to consider these when determining the correct level of supervision. Above all else, organisations must ensure they have enough support to be able to deal with an emergency e.g. in the event of illness of someone in a supervisory role, a sick child or an accident occurs.

The tables for local single day and overnight stays / International competitions or training offer achievable numbers whilst at the same time maintaining a level of safe supervision cover at all times. The expected supervisory roles are shown in number bands of 10, i.e. up to 10, 20, 30 etc. however it is important to consider at what point within the banding do you increase the number of Coaches and/or Team Managers required. This is called the **tipping point**.

Going from one banding to another does not automatically increase the number of supervisory roles required. When organisations are looking at the tipping point of the supervisory roles required it is essential that the risk assessment and key considerations be factored in. When in doubt, increase the number of supervisory roles. For teams of more than 10 athletes it is important to consider the additional burden placed on team managers supervising all athletes not in the water and therefore the positive consideration towards an additional Team Manager before a Coach in any calculation or risk assessment is key.

Local Single Day activity

The minimum supervision ratios for local single day activity for athletes under 18 years of age is as follows:

Two qualified supervisory roles (1 Coach minimum level 2 and 1 Team Manager minimum TM1) for up to 10 athletes*

Thereafter a ratio of 1:10 must be applied

The table below shows the distribution of supervisory roles within the overall total required:

A	B	C	D
Number of athletes	Minimum total supervisory roles required	Minimum number of Coaches (one must be qualified to a minimum of Level 2 Coach equivalent)	Minimum number of Team Managers (All TM1 qualified as a minimum)
Up to 10*	2	1	1
Up to 20	3	1	2
Up to 30	4	1	2
Up to 40	5	2	2
Up to 50	6	2	3
Up to 60	7	2	3

Column B shows the overall total number of supervisory roles that are **required as a minimum**. This number can be increased not decreased.

Column C and D give a required minimum number of each role to meet the supervision levels. This is not an exact match to the total required and therefore gives the flexibility to increase more of one role before the other dependent on the age, circumstances and experience as the team numbers rise. This must be done alongside the organisations risk assessment.

*For teams of up to 10 athletes there must be a minimum of 2 supervisory roles in place however, an organisation with less than 3 swimmers may risk assess the situation to enable appropriate support for the athletes.

Organisations should note these are the minimum supervision standards based on a team being in a single supervision area and may wish to increase the number of coaches to ensure quality feedback is possible in larger groups.

Local and International activity with overnight stay/s and where an International Permit is required

The minimum supervision ratios for activity with an overnight stay for athletes under 18 years of age is as follows:

Two qualified Team Managers (TM2) and one qualified coach (Level 2 or above) for up to 20 athletes**
Thereafter a ratio of 1:10 must be applied

The table below shows the distribution of supervisory roles within the overall total required for **Local and International training or competition with overnight stays**:

A	B	C	D
Number of athletes	Minimum total number of supervisory roles required	Minimum number of Coaches (A minimum of 1 coach with a Level 2 Coach /equivalent or above)	Minimum number of Team Managers (A minimum of 2 with TM2 qualification. All others TM1 or above)
Up to 10 **	3	1	2
Up to 20	3	1	2
Up to 30	4	2	2
Up to 40	5	2	3
Up to 50	6	3	3
Up to 60	7	3	4

Column B, C and D shows the total number of supervisory roles that are **required as a minimum**. This number can be increased not decreased.

**This policy recognises that smaller groups will travel i.e. less than 8 athletes. In these instances, a ratio of 1 Coach (Level 2 or above) and 1 Team Manager (TM2) may be acceptable as long as the affiliated organisation has a robust risk assessment in place that addresses the risks and decisions for not having 3 supervisory roles. There must be clear reporting procedures in place in the event that the Team Manager has to leave the venue.

Please ensure that when travelling with teams that include athletes younger than 12 years old you are complying with the recommended NSPCC ratio of 1:8 as a minimum.

Gender Ratios

At all times affiliated clubs must consider a diverse workforce.

For all teams involving children separated by gender, the minimum standard that all clubs and organisations must adhere to is one male and one female in a supervisory role. The make-up of additional supervisory roles in the team are at the discretion of the club or organisation.

It is essential that the supervisory roles are supportive of athletes at all times and a plan should be in place alongside the risk assessment should an issue arise and athletes of one gender are no longer directly supported.

Risk Assessments

It is important to support any decision made on team staff supervisory roles with the completion of a robust risk assessment. This will help determine how you came to the number of coaches or team managers for each scenario. Swim England provide a number of blank templates for risk assessments within SwimMark and Club Affiliation information.

For further support regarding risk assessments please visit:

Swim England insurance site

Sport England Club Matters

Glossary of definitions

Supervisory Role

A Team Manager or Coach. A supervisory role does NOT include additional roles such as Team Volunteers or Young Volunteers. These are supplementary to the overall supervisory requirement.

Chaperone

The Chaperone will take on the role of a responsible parent / guardian for a member under 18 years of age who requires 1-2-1 support. This role is in addition to the supervisory roles of the Coach and Team Manager and should not be considered when applying the ratios.

A Chaperone within water polo training is someone on poolside whose only duty is to ensure the safety of the junior players by providing extra supervision, especially if male and female players are training together. **This does not replace the need for a Team Manager at competitions.**

Local Activity

Activity that takes place within areas covered by Swim England, Swim Wales and Scottish Swimming and is not part of the normal programmed club activity.

Single day activity

A competition or training/one day camp activity with no club organised overnight stay and is not part of the normal programmed club activity.

Overnight stay

A competition or training camp activity with an overnight stay supervised solely by the organisation and is not part of the normal programmed club activity.

International activity

Activity that takes place outside of the areas covered by Swim England, Swim Wales and Scottish Swimming.

International Permit

This is a mandatory permit required by British Swimming and Swim England and gives permission to a team competing or training overseas. The permit **should ideally be applied for at the time of planning** an overseas trip but as a minimum before the deadline of 28 days prior to travel. After this time we cannot guarantee the permit will be granted in time.

Tipping point

The term used to determine when to consider the higher number of supervisory role when moving from one bracket of team numbers to the next. The risk assessment alongside other key factors must be considered in order to maintain safe supervision of the overall team.

Risk Assessment

The process of identifying hazards or reasons that may cause you to increase the number of supervisory roles on the team in order to minimise the risk.

Further Information and Guidance

In all cases, organisations must follow the guidance provided in **Wavepower**.

CPSU's "**Safe Sport Events, Activities and Competitions**" document.

Guidance regarding **International Permits**.

Swim England **Coaching Policy 2022** and FAQ's.

Swim England **Team Manager, Coach and Chaperone** policy 2023 FAQ's.