

Swim England Team Manager, Coach and Chaperone Policy 2023 FAQs

Please note, throughout this document references to 'club' include, and are applicable to, any organisation affiliated to Swim England including, but not limited to, national teams and programmes.

The policy

Why has Swim England released this policy?

Supervision ratios have previously been documented in both Wavepower and team manager training. This policy brings the information into one place for clubs to reference easily.

When will this policy become mandatory?

From 1 September 2023, affiliated clubs and organisations must ensure that the supervision ratios outlined in the policy are followed.

What is a supervisory role?

A supervisory role is a team manager, coach or chaperone. Additional roles such as team volunteers or young volunteers (under 18s) are supplementary to the overall supervisory requirement.

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 qualification for multiple roles.**

What do we mean by single day activity?

Single day activity is a competition or training/one day camp activity outside of the normal day-to-day club activity programme, with no club organised overnight stay.

What do we mean by local activity with an overnight stay?

Local activity with an overnight stay is a competition or training camp activity that takes place within areas covered by Swim England, Swim Wales and Scottish Swimming over a number of days. The overnight stay is organised and supervised solely by the club/organisation running the camp or attending the competition.

What do we mean by international activity with overnight stay where an International Permit is required?

International activity takes place outside of the areas covered by Swim England, Swim Wales and Scottish Swimming. For attendance at an international competition, or for a club training camp abroad, a club or organisation must obtain an International Permit.

What is an International Permit (IP)?

An IP gives permission to a team competing or training overseas. It is a mandatory requirement for all affiliated clubs. Please see guidance link:

<https://www.swimming.org/swimengland/international-permits-faqs/>

Applying the policy

Should we be applying supervision ratios' at regular club training activity?

All club training activity should be managed appropriately by the qualified coaching or teaching team.

The policy must be referred to when attending competitions or camps, either locally or internationally.

If our team spans two age-bands – i.e. under 10 and over 11 – which ratio would apply?

Always use the ratio that will give you the most comprehensive supervision on poolside. This will mean that if two age-bands are part of the team, you will opt for the younger age ratio.

If our team is all over 18 years of age, which ratio do we apply?

The policy is applicable for teams under 18 years of age. For teams of over 18s only, please ensure that you have sufficient staff in place to provide a safe environment when travelling, training or competing. A recommended minimum number of two supervisory roles should be in charge, ideally of both genders if the team is mixed, and should not be attending as an athlete themselves.

A risk assessment should be completed to ensure you have considered the risks associated with any activity you are doing and how these have been mitigated.

How do I calculate the number of supervisory roles I need on poolside?

Please look at the tables provided in the policy. We strongly recommend considering increasing the number of team managers before coaches when more athletes are poolside and needing supervision.

Why are there increased supervision ratios for coaches when activity involves overnight stays, compared with local single day activities?

When teams are travelling away from their home training base, either for competition or training camps, the environment is more complex and it will often be more difficult to:

- 1) replace the coach should they be unable to fulfil their duties, for example if they become unwell and;
- 2) the coach(es) may need to support the team managers in a pastoral setting away from the pool should unexpected circumstances arise.

We would recommend that coaches undertake team manager training should the club decide to travel as a team and stay overnight. This will ensure that they are equipped to support in a team manager role if required.

What is the 'tipping point'?

The 'tipping point' is where a club will consider the factors increasing the minimum number of supervisory roles to ensure a safe environment, moving from one band with minimum staff numbers to the next band with additional staff requirements which is not necessarily as simple as having one more athlete in the group.

A club will need to perform a risk assessment to review the overall requirements and environment. For example, for a one-day local activity, the club has assessed the risk that for 13 athletes, they are comfortable with two supervisory roles in charge. However, if that number increased to 15 athletes, the risk assessment would change, therefore the number of supervisory roles would most likely increase.

This would be the tipping point within the number banding and will be determined by the club.

We are a team sport and will travel with up to 14 athletes. How many team managers and coaches should we have?

At all times the policy should be considered alongside the environment in which the competition or training day is taking place. Your club needs to risk assess the need for when you need to move from one number banding (i.e. two staff) to the next number banding (i.e. three staff).

Qualifications

What qualifications are relevant to being in charge of a team when attending a competition?

Coaching staff: At all times there should be a minimum of one coach (Level 2 equivalent) or higher leading a coaching team.

Team managers: A team manager (with module 1) should lead the team at one-day competitions or camps without an overnight stay. If the team is attending a camp or competition with overnights stays, then a team manager (with module 2) should be leading the team.

Please refer to the policy document for more information on recommended supervision numbers.

I have a teaching certificate with Unit 4. Does this mean I am a qualified coach?

The coaching Unit 4 was an additional qualification element that teachers could take to enhance their teaching qualification. Unit 4 was available from 2002 and ceased being delivered in 2007.

Swim England continue to recognise anyone who has previously gained this certificate as an appropriate qualification for club coaching (Level 2 equivalent).

What level of DBS do I need as a coach, team manager or chaperone?

All supervisory roles (coach, team manager and chaperone) must have an Enhanced DBS with Barred list check. Please refer to the information contained in the [DBS](#) section of the Swim England website.

Attending a competition

Can I be on poolside at a competition if I am a teacher (Level 2)?

Yes. A teacher (Level 2) may be on poolside at a [low-level competition](#). For licensed meets that require use of the national poolside accreditation system, passes will only be issued with a coach qualification.

When attending a competition, consideration must be given to the level of feedback and competition analysis that can be shared. A qualified teacher (Level 2) would have the skills and knowledge to deliver feedback based around stroke and skill development.

Can I attend a competition if I am only an assistant (Level 1) qualified coach?

Yes you can attend a competition. However, your club should risk assess whether the appropriate level of supervision is in place. This should also take into account the recommended levels within the policy.

An assistant coach (Level 1) is qualified to support a coach (Level 2) or above and should be able to gain the experience of competition attendance.

If an assistant coach (Level 1) is planning to attend a competition without a coach (Level 2) or above present, the club must perform a risk assessment to determine the appropriate level of supervision and safety is in place for the club members.

Swim England require a minimum coach qualified individual (Level 2) is the lead coach for any club attending a national event.

Can I attend a competition as both the team manager and coach at the same time?

No, a coach should not be in attendance at a competition in both the role of a team manager and coach at the same time.

A coach who has done the appropriate team manager training can attend in that capacity, but is in attendance as the team manager supervisory role and not a coach.

The appropriate poolside pass should be obtained and displayed by all individuals when at the competition.

Does our club need a coach poolside at competitions if we are an adult-only club?

The policy is specifically aimed at teams of children. However; we recommend that all clubs consider that teams or competitors are safe when at a competition environment including conducting a relevant risk assessment.

Can a team or an individual be supervised at a competition solely by team managers?

No, please refer to the minimum supervisory ratios which include a minimum of one coach and one team manager at all times.

An individual may be accompanied by a chaperone for individual one-to-one support. Anyone taking on the role of chaperone must be a member of Swim England, have the appropriate level of DBS and safeguarding training and be listed as that role within a Club Personnel report.

Can a club arrange for a team or individual to be supervised at a competition by another club?

Yes. The club must enter into a formal agreement with another club, who will assume the responsibility of supporting those athletes. The athletes must be included within the overall supervision ratios of the other club. It is the club responsibility to share relevant contact and medical information with the agreed club.

Can an individual attend a competition outside of the agreed club competition calendar?

Yes. However, if an athlete chooses to travel to a competition not agreed by the club it is the responsibility of the parent / guardian to arrange suitable supervision for the athlete. This does not mean that anyone can go poolside – DBS, safeguarding and qualifications remain relevant.

Our competition takes place in regular training time once or twice a month. Should we be applying the supervision ratios?

Where possible, the policy should be applied at all times. However, friendly competitions can be arranged or run during training time and at short notice.

The club should ensure a risk assessment has taken place and that sufficient coaches, safety cover and competition officials are in place for the period of competition.

The role of the chaperone

Does the chaperone have to attend a team manager workshop?

No, a chaperone does not need to attend a team manager workshop. However, understanding the role of the team manager will be of benefit to the individual.

What is the role of the chaperone in terms of the policy?

The chaperone will take on the role of a responsible parent / guardian for a single member under 18 years of age who requires one-to-one support. This role is in addition to the supervisory roles of the coach and team manager.

A chaperone within water polo training or competition 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.**

General

Can two clubs work together to be able to provide the right level of supervision on poolside?

Yes, two clubs can work together but it is imperative that all supervisory roles are appropriately qualified and have the necessary level of DBS and safeguarding along with knowledge of specific medical information for team members. An arrangement such as this should be agreed prior to attendance with all members and parents / guardians.

How can I get support to complete a risk assessment for my club attending a competition?

Swim England provide a template and completed example of a club risk assessment on the SwimMark portal, which all clubs can access. Please contact clubdevelopment@swimming.org if you require access to this portal for your club.

Other useful links:

Swim England insurance site; <http://asa.howden-sites.co.uk/>

Sport England Club Matters; <https://www.sportenglandclubmatters.com/governance/policies-and-procedures/risk-assessment/>