

## **A guide to being a Team Manager or a Chaperone**

### **What does it mean to be a Team Manager or Chaperone?**

Team Managers and Chaperones are parents of Bayside Swimming Club athletes. They primarily act as coach's assistants; assisting them with all "dry" aspects of the activity. This allows coaches to concentrate on what they do best....coach the swimmers. The coach is in charge of the activity and will coordinate and supervise all "wet" aspects. Being a team manager or chaperone is a great opportunity to experience what your children experience and to get to know the team on another level.

### **Skills required to be a Team Manager or Chaperone?**

- Have a current working with children check
- Strong leadership, communication and organisation skills
- Be flexible enough to handle matters beyond what is outlined within this guide
- Chaperone's should also have a current Victorian drivers licence

### **What is the difference between a Team Manager and a Chaperone?**

- Team Managers are used for activities where the swimmer's parents are also in attendance (eg MSAC events or some travel meets such as Warrnambool).
- Parent chaperones are used for activities where the swimmers' have travelled without their parents (eg National events or team camps).

### **What are the duties of a Team Manager?**

- Have the necessary accreditation to enable them to access pool deck
- Athlete's will be asked to check-in with the team manager upon arrival
- Inform coach when athlete's are not swimming a particular race or absent
- Team Manager will process swimmers that scratch from finals at Vic Championship meets
- Handle any approaches for "dry" first-aid requests (in co-operation with the parent). The coach will handle "wet" first aid related matters – eg muscle pain.
- Assist the coach as required in other areas as identified by the coach

### **What are the duties of a Chaperone?**

- Inform coach when athlete's are not swimming a particular race or absent
- Handle any approaches for "dry" first-aid requests (in accordance with the permission forms). The coach will handle "wet" first aid related matters – eg muscle pain.
- Provide general supervision during all non-training/racing activities
- Enforce "quiet" times
- Perform room checks and enforce curfews
- Work with the coach on any breaches of the team's behavioural expectations
- Collect and return athlete technology in allocated times as directed by the coach
- Perform driving functions as required
- Assist the coach as required in other areas as identified by the coach

### **Chaperones – what happens before the activity?**

- A member of the Bayside Committee will meet the Chaperone to:
  - Ensure they understand their role
  - Provide them with the fully stocked Bayside Swimming Club First Aid kit
  - Inform them of any athletes special requirements (eg dietary)
  - Provide them with copies of the parent permissions slips and contact information



- Provide them with a copy of the document outlining athlete's behaviour expectations
- The coach will:
  - Inform them of any specific duties beyond what is outlined above
  - Provide them with a detailed itinerary for the activity

### **Chaperone accommodation?**

In some activities the chaperone shares accommodation with other same-sex chaperones or coaches and in other activities they will share accommodation with same-sex athletes. Please discuss your specific activity and the accommodation being planned with the Bayside Committee representative. When accommodation is shared you will always have your own bedroom.

### **What expenses does BSC cover for Chaperones?**

- Flights
- Accommodation
- Main meals (not snacks)
- Other travel (eg shuttles, buses or hire cars as deemed appropriate by the coach)
- Any extra costs as negotiated with the Bayside Committee representative. This may include extra first-aid purchases such as cold-flu tablets if required by a swimmer and not included in the fully stocked first-aid kit. Receipts should be kept by the Chaperone.