



Guidelines for Parents/Swimmers Arena League

1. Swimmers will be notified of the league dates and should ensure they are free to compete for the club and confirm attendance as soon as possible to the Arena League Organiser
2. **Swimmers/Parents travelling by team coach must 'sign in' their swimmer/s with the designated Team Manager on the day and ensure the team manager has correct emergency telephone numbers.**
3. **Parents must ensure any necessary medical information is given to the Team Manager on the day any required medication handed to the Team Manager to be safeguarded by the Team Manager.**
4. **To protect swimmers of our club and other clubs we have a 'no nut policy' at all galas and training venues. No Fizzy drinks or sweets please.**
5. **If Swimmers are not returning on the team coach the parent/carer must 'sign out' with Team Manager in the foyer of the pool at the end of the gala**
6. Swimmers are not allowed to use any electronic devices pool side at league galas - the aim being that they are paying attention and prepare for their races in these fast moving galas and supporting their team.
7. Wherever possible all swimmers should travel to and from the gala with the team which will ensure club can continue to provide group transport. Places will be available for parents as much as possible to travel with team on a first come, first served basis
8. The team manager will endeavour to give an estimated time of arrival at the collection point via 'twitter' visible on our website during the return journey
9. SCSC will give advance notice prior to the day by email to parents of the Team Manager for the evening and emergency contact telephone number/s of team manager/s
10. Parents should inform the club of swimmer/s travel plans and confirm attendance at each gala as soon as possible by email
11. Swimmers should ensure that they have a team shirt and new club hat to compete at Galas. Use of other club kit at a team event is not allowed.
12. Swimmers should remember they are representing their club and best behaviour is expected and at all times. Swimmers must adhere to the club's Swimmers Code of Conduct
13. Swimmers should ensure they listen and obey instructions from the team manager
14. Officials who's children are attending Galas should confirm their availability prior to the Gala to the Arena Manager who will confirm to the host club
15. Parents should notify as soon as possible the Arena Manager of any reason why a swimmer is unable to attend either my email before the day /or by emergency number on the day

Guideline for Team Managers

- To be at the meeting point early to meet parents and ensure all swimmers are signed in
- To be in the foyer of pool at the end of each gala to ensure parents/swimmers are able to sign out
- To carry a contact list and telephone numbers of swimmers and helpers for team
- To be aware of any medical details for team and safeguard any medicines
- To notify parents of any problems if necessary
- To ensure all swimmers are poolside at event
- To ensure all swimmers notify you when they need to leave poolside
- To ensure all swimmers behave appropriately – to notify welfare officer of any problems
- To collect the fee for transport
- To ensure all swimmers are counted on/off coach and on/off poolside (one helper to assist with this)
- To arrange update of twitter feed for eta on return journey subject to signal etc
- Team Managers will be ASA registered (club will organise)
- Team Managers will have undertaken a TM1 course (club will organise)
- Team Managers will have undertaken an ASA safeguarding children course (club will organise)



Guideline for Octopus Swimmers/Parents

1. Parents should confirm attendance as soon as possible after selection email is sent
2. Swimmers should arrive promptly on poolside and sign in with the Team Manager
3. **Parents must ensure any necessary medical information is given to the Team Manager on the day any required medication handed to the Team Manager to be safeguarded by the Team Manager.**
4. **To protect swimmers of our club and other clubs we have a 'no nut policy' (including peanut butter) at all galas and training venues. Please refer to our nutrition guide. No Fizzy drinks or sweets please.**
5. Swimmers should ensure that they have a team shirt and club hat to compete at League Galas and not use/wear 'another' club's kit
6. Swimmers to inform the Octopus Manager before leaving poolside
7. Swimmers should not use electrical gadgets poolside
8. Parents should abide by the Parents Code of Conduct (on website)
9. Swimmers should remember they are representing their club and best behaviour is expected at all times.
10. Swimmers must adhere to the club's Swimmers Code of Conduct (on website)
11. Parents/Swimmers: At the end of the gala all swimmers should sign out with the team manager in the foyer of the pool

Guideline for Octopus Helpers / Manager

- To be poolside prior to meet time to greet swimmers
- To be in the foyer of the pool at the end of each gala to ensure swimmers are leaving with parents
- To ensure all swimmers are poolside at event and to
- To ensure all swimmers have correct club kit
- To carry a contact list and telephone numbers of swimmers and helpers for team
- To be aware of any medical details for team and to safeguard any medicine required
- To be in the foyer of the pool at the end of each gala to ensure parents/swimmers are able to sign out
- To ensure all coaches, helpers and swimmers aware of depth in shallow end and to ensure only swimmers capable of Competitive Start Award are allowed to dive in shallow end (i.e. capable of shallow racing dive) Beckenham Spa is very shallow. SCSC holds a register of those capable.
- To ensure all swimmers notify you when they need to leave poolside
- To ensure all swimmers behave appropriately
- To help with sending swimmers to whips
- To ensure you are ASA registered (club will organise)
- To ensure all swimmers adhere to the Swimmers Club's Code of Conduct
- The Octopus Manager will be assisted with the above tasks by Poolside Helpers (must be ASA registered) & Team Coach
- Team Manager/Poolside helpers must be ASA Registered
- Team Manager to have undertaken a Safeguarding Children Course as run by the ASA

If there are any volunteers who would like to undertake a Team Manager Course & Safeguarding Children Course (normally a couple of hours) to be able to assist with the succession policy of the club please feel free to speak to Hannah or Fiona. It is your club please get involved. We will then notify you when a course is available.