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| **Name of Team Manager and/or Chaperones:** | |
|  | |
| **Contact Information:** | |
| Emails: |  |
| Mobiles: |  |

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| **Name of Competition, Location, Address of Accommodation:** | | |
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| **Dates:** | | |
| Departure: | |  |
| Return: | |  |
| **Swimmer List:** | | |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| 6 |  | |
| 7 |  | |
| 8 |  | |
| 9 |  | |
| 10 |  | |
| **Staff List:** | | |
| Head Coach: | |  |
| Coach: | |  |
| Other (List role): | |  |
| **Swimmer/Parent Team Meeting in Advance:** | | |
| |  |  | | --- | --- | | Date and Time: |  | | Discussed: | Any Comments and Decisions: | | Introduce staff |  | | Travel arrangements and agenda for event |  | | Curfew |  | | Swimmer taking leave during trip |  | | Social time/room visits |  | | General protocol |  | | Discipline |  | | Any other issues |  | | | |
| **Rooming Arrangements (list who roomed together and if there were any issues):** | | |
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| **Travel Notes (Departure and Return):** | | |
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| **Transport Notes:** | | |
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| **Hotel Notes:** | | |
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| **Daily Meeting Notes (name any absent swimmer, and topics discussed):** | | |
| **Food Notes:** | | |
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| **General Health Notes:** | | |
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| **Kit Notes:** | | |
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| **Pool/Facility Notes:** | | |
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| **Athlete Notes:** | | |
| **Staff notes:** | | |
| **Financial Notes:** | | |
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| **General Comment** | | |
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***Signed by Team Manager:***  ***Date:***

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