

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

|  |
| --- |
| **Name of Competition, Location, Address of Accommodation:** |
|  |
|  |
| **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 |  |

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| **Rooming Arrangements (list who roomed together and if there were any issues):** |
|  |
| **Travel Notes (Departure and Return):** |
|  |
| **Transport Notes:** |
|  |
| **Hotel Notes:** |
|  |
| **Daily Meeting Notes (name any absent swimmer, and topics discussed):** |
| **Food Notes:** |
|  |
| **General Health Notes:** |
|  |
| **Kit Notes:** |
|  |
| **Pool/Facility Notes:** |
|  |
| **Athlete Notes:** |
| **Staff notes:** |
| **Financial Notes:** |
|  |
| **General Comment** |
|  |

***Signed by Team Manager:***  ***Date:***

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