Camden Swiss Cottage Swimming Club

Your First Day Poolside: Team Managers

Camden's Family Contribution Policy

Before the meet

Collect your free club Team Manager polo top before your first meet. Email volunteers@camdenswimming.co.uk to arrange it. **You will not be permitted poolside without it.**

What to bring

Check the meet's volunteer sign-up sheet in advance, as some meets require you to print your own accreditation pass. You will also need to download the Team Manager Pack for each meet [link to be added].

Done?	Item
☐	Team Manager polo top. *Club issue. You will not be permitted poolside without it.*
☐	Accreditation pass, printed. *Required for most meets, check the sign-up sheet.*
☐	Team Manager Pack, downloaded and printed for this meet. *Link to be added.*
☐	Printed heat sheets and swimmer information
☐	Black trousers, shorts or skirt. *Leggings are not permitted.*
☐	Trainers or shoes that can get wet. *Flip flops are not permitted, and expect splashes poolside.*
☐	Clipboard
☐	At least 2 pens
☐	Refillable water bottle
☐	Zipped bag for your belongings. *Be prepared to store it in a locker during the session.*

What to expect on the day

Team Manager is an active, on-your-feet role for the whole of every session you have signed up for. You are responsible for all swimmers the moment they arrive poolside, which means you need to be there before them. Expect to be standing and actively engaged all day.

It is completely normal to end the day with damp feet. Swimmers, particularly in the older age groups, create significant splashes on dives and turns, and poolside Team Managers do get wet.

CSCSC has charitable status and is constituted as a charitable incorporated organisation registered in England and Wales with registered charity number 1217535

On the day

Arrive before warm-up

Team Managers arrive before warm-up begins, earlier than other volunteers. You are responsible for all swimmers from the moment they arrive poolside, so you must be there first. Have your polo on and your accreditation pass to hand as soon as you arrive. If the host club has sent a volunteer information email, it will usually confirm expected arrival times.

Meet the coaches first

Before anything else, find the Camden coaching team and check in. Do not wait to be found. Confirm:

- How many swimmers are in your session, and any who need particular support
- Where the team base is, poolside or sports hall
- The marshalling area and process for this venue
- Warm-down pool location and the venue's house rules
- Any specific parental collection or handover instructions for the day

Once you have checked in with the coaches you can grab a quick coffee in the officials room if there is time, but be back poolside before the first swimmers arrive.

Officials room

Every venue has one, and you have access for breaks, coffee and lunch. Children and spouses are not permitted. The room is not a secure space, so leave bags and jackets there at your own discretion, or rent a locker.

Between sessions and lunch

There are timetabled breaks between sessions and almost always a break for lunch. Team Managers are welcome in the officials room for both, and your pass includes lunch and refreshments throughout the day. Use the time to eat, rest, and debrief informally with coaches and other officials.

During the session

- Keep all swimmers together, safe and accounted for at all times.
- Help maintain the required adult-to-swimmer supervision ratios alongside the coaches.
- Keep track of which swimmers are racing when, and make sure they reach marshalling on time.
- Keep morale and team spirit high, especially for younger or first-time competitors.
- Remind swimmers to stay hydrated.
- Relay messages to and from parents. Unlicensed parents are not permitted poolside.
- Supervise administration of prescribed medication per parental guidance, for example asthma inhalers, and record any usage.
- Record any incidents or welfare concerns for later discussion.
- Enforce the venue's house rules: warm-down pool, bag storage, keeping areas clear of air vents.
- Keep the team area clean and rubbish-free throughout the day.

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- If swimmers are in a sports hall, coordinate with the other Team Managers so each parent can come poolside to watch their child race.

End of the session

- Make sure all swimmers are collected by their parents, or passed to whoever is collecting them according to the parental guidance provided in advance.
- Collect and manage lost property.
- Help with any pack-down if required.
- Check out with the lead coach before you leave.
- Destroy all personal information held in your Team Manager file after the event.

A reminder on boundaries. Team Managers are there to support all swimmers, not to supervise only their own child or to access coaching conversations. Coaches may be watching and preparing up to 50 swimmers throughout the day. Give them space. Your role is logistics, pastoral care and safeguarding, not coaching.

Questions on the day? Check in with the lead coach, or contact volunteers@camdenswimming.co.uk.

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