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Swim England Team Manager, Coach and Chaperone Policy

Background

Swim England delivers team manager training in order to equip clubs and volunteers with the skills needed to ensure a safe and effective environment at all competitions and camps outside of your normal club training environment.

The existing team manager training covers two modules. Module one for local single day activity and module two for overnight stays and competitions / training camps overseas.

Within the team manager training, guidance is shared on the recommended ratios of team managers and coaches to athletes in both scenarios and this has been developed alongside the current Wavepower guidance and the NSPCC Safe Events, Activities and Competition Guide.

The current ratios for both modules has been revised following feedback from clubs over the unobtainable numbers that are required for larger teams, the increased cost associated with the increased numbers and also the restrictions placed on clubs by the meet organisers.

Previously, we have issued guidance on ratios. However, due to our commitment to providing a safe environment for all members, we are introducing this policy which will take affect from **1 September 2023**.

Current guidance (for information and context)

The current ratio is different for team managers and coaches.

To comply with Wavepower, the ratio of coaches is currently 1:10. For teams of children all of whom are 10 years and under, this ratio drops to 1:8. In 2019, an aged-based ratio for team managers was introduced. This is currently different for the type of activity delivered as detailed below:

Activity	Team of children all 10 years and under	Team of children 11-17 years	Team manager qualification
Local single day activity	1:16	1:20	TM1 module
Activity	Team of children all 12 years or younger	Team of children 13-17 years	Team manager qualification
Overnight stays – domestic / local	1:8	1:10	TM2 module for a minimum of one TM
Overnight stays with international travel	1:8	1:10	TM2 module for a minimum of two TMs

Please note the current team manager requirement is in addition to the separate coach requirement which is set out in [Wavepower](#).

What is a supervisory role?

What do we mean by supervisory role? A team manager, coach or chaperone. Additional roles such as team volunteers or young volunteers are supplementary to the overall supervisory requirement.

All supervising team member roles must be 18 years of age or over and a registered member of Swim England. A member can only carry out one supervisory role at an activity, regardless of whether holding the appropriate qualifications for multiple roles.

When appointing team managers, consideration should be given to the relationship between supervising team members. It is best practice to ensure team managers are not closely related to other members of the supervising team, especially those who are also in a supervisory role such as coaches. This enables team managers to act independently should any concerns arise and for participants to feel confident to raise any concerns without fear of reprisal. If the organisation is unable to appoint at least one independent team manager, Swim England advise it is best practice to appoint two team managers.

The chaperone will take on the role of a responsible parent / guardian for a single member under 18 years of age who requires one-to-one support. This role is in addition to the supervisory roles of the coach and team manager and should not be considered when applying the ratio.

A chaperone within water polo training or competition is someone on poolside whose only duty is to ensure the safety of the junior players by providing extra supervision, especially if male and female players are training together. **This does not replace the need for a team manager at competitions.**

Agreed ratios

Ratios can vary according to a number of key considerations that should be taken into account when selecting the number of supervisory roles required. These may include factors such as the age of those involved and whether you are working with disabled participants that may require additional support. As an affiliated body, it is essential that you take time to consider these when determining the correct level of supervision.

Above all else, organisations must ensure they have enough support to be able to deal with an emergency situation. For example, in the event of illness of another individual in a supervisory role, a sick child or an accident.

The new ratios offer achievable numbers, whilst at the same time maintaining a level of safe supervision cover.

Local single day activity

1. What do we mean by local? Activity that takes place within areas covered by Swim England, Swim Wales and Scottish Swimming.
2. What do we mean by single day activity? A competition or training/one-day camp activity with no club organised overnight stay.

The minimum supervision ratios for local single day activity for athletes under 18 years of age is as follows:

Two qualified supervisory roles (coaches / team managers) for up to 10 athletes
Thereafter a ratio of 1:10 should be applied

The following table gives guidance on the distribution of supervisory roles within the total. These ratios are based on the team being in a single supervision area.

Number of athletes	Minimum supervisory roles required	Minimum number of coaches (one must be qualified to a minimum of Level 2 coach equivalent)	Minimum number of team managers (All TM1 qualified as a minimum)
Up to 10	2	1	1
20	3	1	2
30	4	2	2
40	4	2	2
50	5	2	3
60	6	3	3

Clubs should note these are the minimum supervision standards. Clubs may wish to increase their number of coaches to ensure quality feedback is possible in larger groups.

When working out the number of supervisory roles needed for your activity, it is important to consider factors that will increase (not decrease) those numbers. These include, but are not limited to, the number of athletes or teams competing in a session requiring support during warm-ups, the age and experience of athletes taking part along with the number of separate areas that need to be supervised, for instance athletes sitting in the balcony or a separate sports hall. Consideration must also be given for athletes with additional needs when determining the appropriate ratio.

The ratios are shown in number bands of 10, i.e. 10-20, 20-30 etc. It is important to consider at what point within the banding do you increase the number of coaches and team managers required. This is called the tipping point.

When clubs are looking at the tipping point of the ratio numbers, it is essential that the risk assessment and key considerations are factored in. When in doubt, increase the number of supervisory roles. For teams of more than 10 athletes, it is important to consider the additional burden placed on team managers supervising all athletes not in the water and therefore the positive consideration towards an additional team manager before a coach in calculations is key.

Local activity with an overnight stay and international activity with overnight stay where an International Permit is required

1. What do we mean by local? Activity that takes place within areas covered by Swim England, Swim Wales and Scottish Swimming.
2. What do we mean by overnight? A competition or training camp activity with an overnight stay supervised solely by the organisation.
3. What do we mean by international? Activity that takes place outside of the areas covered by Swim England, Swim Wales and Scottish Swimming.
4. What is an International Permit? This gives permission to a team competing or training overseas and is mandatory. Please see guidance link below.

The minimum supervision ratios for activity with an overnight stay for athletes **aged 12-17** is as follows:

Two qualified team managers for up to 20 athletes
Thereafter, an additional team manager should be considered for every 20 athletes
One qualified coach for up to 20 athletes
Thereafter, an additional coach should be considered for every 20 athletes

The following table gives guidance on the distribution of supervisory roles within the total required:

Number of athletes	Minimum number of supervisory roles	Minimum number of coaches (A minimum of one coach with a Level 2 Coach /equivalent)	Minimum number of team managers (A minimum of two with TM2 qualification. All others TM1)
Up to 10	3	1	2
20	4	2	2
30	5	2	3
40	5	2	3
50	7	3	4
60	7	3	4

The minimum supervision ratios for activity with an overnight stay for athletes **aged 11 and under, or mixed aged teams including 11 and under**, is as follows:

Two qualified team managers for up to 16 athletes
Thereafter an additional team manager should be considered for every 16 athletes
One qualified coach for up to 16 athletes
Thereafter an additional coach should be considered for every 16 athletes

The following table gives guidance on the distribution of supervisory roles within the total required:

Number of athletes	Minimum number of supervisory roles	Minimum number of coaches (A minimum of one coach with a Level 2 Coach /equivalent)	Minimum number of team managers (A minimum of two with TM2 qualification. All others TM1)
8-16	3	1	2
24	5	2	3
32	5	2	3
40	7	3	4
48	7	3	4

This policy recognises that smaller groups will travel, i.e. less than eight athletes. In these instances, a ratio of one coach and one team manager with TM2 qualification is acceptable as long as the affiliated organisation has a robust risk assessment in place and clear reporting procedures are in place in the event that the team manager has to leave the venue.

NB: This only applies to local activity with an overnight stay. It does not apply to international travel.

Gender ratios

At all times, affiliated clubs should consider a diverse workforce.

For all teams involving children separated by gender, the minimum standard that all clubs and organisations should adhere to is one male and one female in a supervisory role. The make-up of additional supervisory roles in the team are at the discretion of the club or organisation.

It is essential that the supervisory roles are supportive of athletes at all times and a plan should be in place alongside the risk assessment should an issue arise and athletes of one gender are no longer directly supported.

Risk assessments

It is important to support any decision made on team staff supervisory roles with the completion of a robust risk assessment. This will help determine how you came to the number of coaches or team managers for each scenario. Swim England provide a number of blank templates for risk assessments within SwimMark and Club Affiliation information.

For further support on risk assessments please visit:

Swim England insurance site: asa.howden-sites.co.uk/

Sport England Club Matters: sportenglandclubmatters.com/governance/policies-and-procedures/risk-assessment/

Glossary of definitions

Supervisory role

A team manager or coach. A supervisory role does NOT include additional roles such as team volunteers or young volunteers. These are supplementary to the overall supervisory requirement.

Chaperone

The chaperone will take on the role of a responsible parent / guardian for a member under 18 years of age who requires one-to-one support. This role is in addition to the supervisory roles of the coach and team manager and should not be considered when applying the ratios.

A chaperone within water polo training or competition is someone on poolside whose only duty is to ensure the safety of the junior players by providing extra supervision, especially if male and female players are training together. **This does not replace the need for a team manager at competitions.**

Local activity

Activity that takes place within areas covered by Swim England, Swim Wales and Scottish Swimming.

Single day activity

A competition or training/one-day camp activity with no club organised overnight stay.

Overnight stay

A competition or training camp activity with an overnight stay supervised solely by the organisation.

International activity

Activity that takes place outside of the areas covered by Swim England, Swim Wales and Scottish Swimming.

International Permit

This is a mandatory permit required by British Swimming and Swim England and gives permission to a team competing or training overseas.

Tipping point

The term used to determine when you will consider moving from one bracket of supervisory roles to the higher in order to maintain safe supervision of the overall team.

Risk assessment

The process of identifying hazards or reasons that may cause you to increase the number of supervisory roles on the team in order to minimise the risk.

Further information and guidance

In all cases, organisations should follow the guidance provided in Wavepower:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

CPSU's Safe Sport Events, Activities and Competitions document:

<https://thecpsu.org.uk/resource-library/tools/safe-sport-events-activities-and-competitions/>

Guidance regarding International Permits:

<https://www.britishswimming.org/members-resources/international-permits>

Swim England Coaching Policy 2022 and FAQs:

<https://www.swimming.org/swimengland/coaching-teaching-policy-for-clubs/>

Swim England Supervision Ratio Policy 2023 FAQs:

<https://www.swimming.org/library/documents/6099/download>