



Swim Sask High Performance Trips Staff Guidelines and Responsibilities

ALL STAFF

- All staff members are to act professionally, and understand their role in making the event as successful and as enjoyable as possible.
- When away on a Swim Sask trip, the team is held to a higher standard than when away representing their club.
- All staff members are urged to work as a team and to arrive at decisions as democratically as possible. The level of harmony/unity displayed within the team staff can positively or negatively affect the swimmer's performance in the water.
- Underage swimmers are not to be left alone at either the pool or the hotel for any great length of time. If a group of swimmers are dropped off at the hotel or pool while others are doing a 2nd pick-up that is fine; but all staff going out for dinner or drinks and leaving swimmers alone is not acceptable. Underage swimmers cannot be left alone under supervision of an adult swimmer. Swimmers are only to be supervised by staff (coaches, chaperone/team manager).
- Staff will not abuse alcohol where abuse is defined as alcoholic consumption to a level that impairs a person's ability to speak, walk, legally drive, or causes the individual to behave in a disruptive manner. Alcohol will not be consumed in front of swimmers; be discrete. Attending a coach's social is acceptable.
- All staff members will be present at every session of the camp/competition unless they are injured or ill (ill does not mean as a result of excessive drinking) and must inform the Head/Lead coach and Team Manager.
- Staff will not engage in sexual activity with athletes.
- The role of manager can be challenging and stressful. No manager can carry out all the details of managing a team without the help and cooperation of the coaching staff. Coaches may be asked to assist swimmers with their travel when joining the team and upon their subsequent return home, including pick-up and departures from airports and other locations.

HEAD COACH

- Must observe the Swim Sask Member Code of Conduct - Board of Directors Policy M-3 found at: http://www.swimsask.ca/pdf/Policy_CodeofConduct_Harrassment_DisputeResolution_Discipline_appeals.pdf
- Must have read the Swimmer High Performance Code of Conduct - Policy HC-7 found at: http://www.swimsask.ca/pdf/Policy_High_Performance.pdf
- Carry out the duties as outlined in High Performance Team Activity Selected Coach Duties Policy HC-9 found at: http://www.swimsask.ca/pdf/Policy_High_Performance.pdf
- In addition to Policy HC-9:
 - Assumes ultimate responsibility for the team
 - Assists Swim Sask with meet entries
 - Contact the Team Manager to discuss all travel and staging details and define areas of responsibility
 - Contacts Assistant coach(s) to discuss and assign coaching duties and area of responsibility





HEAD COACH continued:

- Creates a high level of harmony and cooperation between athletes and staff
- Hold a team meeting as soon as possible after arrival at camp/event location to review team goals, team rules, introduce staff, pool, eating schedules etc.
- Help Swim Sask to obtain meet results from the competition.

- Must submit a detailed written report of the event to Swim Sask, within 30 days of returning.
Report to include:
 - Performance summary
 - Any travel issues and recommendations for future consideration
 - Any noteworthy occurrences
 - Any disciplinary actions that may have taken place
 - Any suggestions for future consideration
 - Overall event evaluation

ASSISTANT COACHES

- Must observe the Swim Sask Member Code of Conduct - Board of Directors Policy M-3 found at: http://www.swimsask.ca/pdf/Policy_CodeofConduct_Harrassment_DisputeResolution_Discipline_appeals.pdf
- Must have read the Swimmer High Performance Code of Conduct - HP Policy HC-7 found at: http://www.swimsask.ca/pdf/Policy_High_Performance.pdf
- Carry out the duties as outlined in High Performance Team Activity Selected Coach Duties Policy HC-9 found at: http://www.swimsask.ca/pdf/Policy_High_Performance.pdf

- Must be team players and understand their role as an assistant coach
- Responsible to the Head Coach
- Must help enforce the team rules
- Must attend all meetings called by the Head Coach and/or Team Manager
- Must receive and follow instruction on coaching duties from the Head Coach
- Must co-operate with Team Manager and assist with team activities and logistics including travel and chaperoning.

- May be required to submit a written report





TEAM MANAGER

- Team Managers/Chaperones are in attendance at all team events for the well-being of the swimmers; therefore, they must refrain from making personal/social arrangements.
- Team Managers cannot officiate at meets.
- Team Manager/Chaperones should remain flexible about arrangements, and remain calm about minor inconveniences.
- Chaperones act in loco parentis, and must be ready to assume responsibility for swimmers in the event of accident or illness, or any other personal crisis.

Team Manager/Chaperones for the High Performance Teams will:

- Must observe the Swim Sask Member Code of Conduct - Board of Directors Policy M-3 found at: http://www.swimsask.ca/pdf/Policy_CodeofConduct_Harrassment_DisputeResolution_Discipline_appeals.pdf
- Must have read the Swimmer High Performance Code of Conduct HP Policy HC-7 found at: http://www.swimsask.ca/pdf/Policy_High_Performance.pdf
- Ensure that the Swim Saskatchewan Member Code of Conduct (Board of Directors Policy M-3) and the High Performance Code of Conduct (High Performance Policy HC-7) is upheld and enforced.
- It is the responsibility of the Team Manager/Chaperone, to enforce these Codes of Conduct.

Minor infractions should be reported to the Head Coach. The Head Coach and Team Manager/Chaperone together will decide whether any disciplinary measures will be taken against the athlete as a result of the minor infraction.

In the event of a major infraction, the Executive Director of Swim Sask should be contacted. The Executive Director, Coach and Team Manager/Chaperone will decide what immediate actions must be taken, including decisions to remove the athlete, contact the athlete's parents, etc. If a major infraction involves a coach, the Team Manager and the Executive Director will decide whether the conduct warrants removal of the coach from the activity.

Minor Infractions are single incidents of misconduct which breach the Code of Conduct but generally do not result in harm to others.

Major Infractions are instances of misconduct which violate the Code of Conduct and which result, or have the potential to result, in harm to the offender or other persons, to Swim Sask Inc. or to the sport of swimming.

- Ensure that all swimmers are accounted for prior to departure.
- Could be asked/required by Swim Sask to arrive one day early to help with team arrival
- May be required to stay one day extra to ensure everyone returns home safely
- In consultation with Head Coach, outlines all strategies related to team logistics
 - Set appropriate curfews and activity schedules (for activities outside competition or training times).
 - If required, establish rooming lists for athletes and coaches (this is normally done by Swim Sask)
 - Schedule departure times to and from the pool and hotel each day, meals, airport departure times etc.
- Is responsible for arranging travel to and from pool & hotel
- Obtains and holds medical information, passports, code of conduct agreements, funds, rooming list etc.





- Is responsible for all baggage arrangement and airport check-in
- Is responsible for distributing any team outfitting to team members
- May be asked to attend coaches/officials meetings
- May be required to help communicate meet information changes
- In conjunction with Swim Sask, liaises with hotel regarding rooming lists, eating arrangement, check out etc.
- In consultation with Head Coach, make any necessary arrangements for meals and snacks.
- Upon arrival at the hotel:
 - a) When possible, leave swimmers on the bus/in taxi while checking in. Inform the desk clerk of any changes in the number of swimmers.
 - b) Obtain keys to all rooms, collect the swimmers and assign rooms.
 - c) Remove any alcohol that may be stocked in fridges in hotel room and/or have fridge locked.
 - d) Examine rooms for safety hazards and damage.
 - e) Coaches and chaperones may decide whether to turn off the phones to the swimmers' rooms and should inform the desk that long distance calls must be billed collect to the number called.
 - f) Wake all swimmers in the morning.
 - g) The chaperone must check rooms check rooms for condition of rooms during the stay. Ideally rooms are to be checked on a daily basis, otherwise for sure every 2nd day.
 - h) Check out and pay hotel. Check bill for accuracy of the account, particularly extras such as telephone, breakage etc.
 - i) Present the hotel bill and any other receipts to Swim Sask immediately upon return from the event.
- After the event, check the bleachers for clothes, towels, etc. that may have been left behind.
- Make sure all swimmers are accounted for when preparing for departure.
- Upon arrival home ensure that all parents have picked up their swimmers. **Do not leave anyone alone.** Check for any belongings left behind.
- Must submit a written report from the event, within 30 days of the completion of the event prepare a written report for Swim Sask Inc. that includes:
 - Financial information and documentation including submitting all receipts
 - Any medical information that should be shared
 - Any travel issues and recommendations for future consideration
 - Any disciplinary actions that may have taken place
 - Any noteworthy occurrences
 - Any suggestions for future consideration
 - Overall event evaluation

