

## Away Meets

Home and away galas supported by the club are detailed on the calendar on the Head Coach's noticeboard. For supported galas, coaches will advise closing dates, collate entry forms and be on poolside during the gala.

It is acceptable for swimmers to enter galas not supported by the club, this is the procedure for doing so...

- Consult with your coach to see if it is advisable to do the meet – and if so what event(s) should be entered.
- At least 4 weeks prior to the entry closing date, submit your entry form and cheque (payable to Team Ipswich Swimming) to our Away Meet Co-ordinator, Alex Baker-Woods (awaymeets@ipswichswimming.org).
- If your swimmer(s) will require a poolside Team Manager (see notes below), please advise whether you are qualified to be able to undertake this role and, if so, which session(s) you can be in attendance for - for your own swimmer(s) and other club members who may be attending. If you are not qualified for this role, the Away Meets Co-ordinator will advise whether a Team Manager is available, and for which sessions. This may affect which sessions you can enter, or whether you can enter at all.
- If yours is the only entry for a particular meet, the Away Meet Co-ordinator will return your form and cheque to you and you can send your form and a new payment directly to the host club.
- If there are other entries, the Away Meet Co-ordinator will advise you of any sessions/events that are not covered by a Team Manager (if appropriate) and amend your entry accordingly. You will also be advised of any additional costs required for Team Manager poolside passes. Entries will then be collated and sent to the host club.
- The Away Meet Co-ordinator will advise parents of acceptances/rejections and any other news regarding the meet.

ENTRIES SHOULD NOT BE SENT INDIVIDUALLY DIRECT TO THE HOST CLUB UNLESS ADVISED TO DO SO BY THE AWAY MEETS CO-ORDINATOR.

This process is in place to ensure we have Team Managers in place in accordance with Swim England requirements (where applicable) and to avoid the risk of rejections that can occur when multiple individual and club entries are received by a host club. Any members not abiding by this process will be reported to the committee for appropriate action to be considered.

## Team Managers

Where swimmers attend a meet where the club does not provide coaches, for swimmers aged 11 and under there must be a Team Manager present poolside for each gender attending, and for every 10 swimmers.

Swimmers aged 12 and over do not require Team Managers, however, if one is present they must also meet the following requirements.

Each Team Manager requires...

- Team Manager certificate (module 1)
- Current safeguarding certificate
- Club DBS check

The cost of poolside passes will be split equally between the attending swimmers irrespective of number of days attending or events entered.

The club will bear the cost of Team Manager/Safeguarding training and DBS check.