



CAYMAN ISLANDS AMATEUR SWIMMING ASSOCIATION

REPRESENTATIVE ASSISTANT TEAM MANAGER/CHAPERONE TERMS OF REFERENCE & JOB DESCRIPTION

Position Description

The Assistant Team Manager/Chaperone's role will commence with the initial organisation of the tour and conclude upon return to the Cayman Islands at the conclusion of the meet. This position works under the direction of the Team Manager, before, during and after the tour is taking place to ensure the success of the activity. The Assistant Team Manager/Chaperone's travel, accommodation and food expenses are covered as part of the travel budget.

Terms of Reference

- Assistant Team Managers and Chaperones provide supervision for the swimmers during the trip.
- Assistant Team Managers and Chaperones are in attendance at all team events for the well-being of the swimmers; therefore, they must refrain from making personal/social arrangements.
- Assistant Team Managers and Chaperones cannot officiate at meets.
- Assistant Team Managers and Chaperones should remain flexible about arrangements, and remain calm about minor inconveniences.
- Assistant Team Managers and 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 or team crisis.

Reporting Relationships

The Assistant Team Manager and/or Chaperone work with and report to the Team Manager. The Team Manager and Head Coach work together and each reports to the Chairman of the Representative Team Committee (RTC) who will act on behalf of the CIASA Board of Directors, the CIASA Technical Director or the CIOC Chef de Mission in reverse order depending on who is in attendance on the trip.

Duties / Responsibilities

The Assistant Team Manager/Chaperone's commitment is required before, during and following the CIASA meet and among other things, the Assistant Team Manager/Chaperone will be responsible for assisting as required, in the following:

1. Work closely with the Team Manager in the lead up to the tour, co-ordinating and collecting athlete's documentation, as well as anything else deemed necessary for the tour.
2. Be responsible and accountable for all athletes whilst the tour is taking place. This includes the safety and well-being of all team members, and ensuring that athletes are never left unattended for any period of the tour.
3. Assist with the planning, coordination and implementation of the tour.
4. Assist with the coordination of all travel arrangements, including air, hotel and ground transportation.

5. Provide assistance to the Coaching staff, whilst competition and training are taking place.
6. Assist with the coordination of relevant team meetings and provide team newsletters if required.
7. Assist with the planning and coordinating team building functions
8. Be aware of and be able to effectively implement emergency procedures if such a situation arose. At a minimum, this will include the following:
 - a. Travelling with a properly stocked First Aid Kit
 - b. Being aware of emergency/contingency plans of the host hotel and meet venues.
9. Assist with the implementation of the Rooming Lists.
10. Assist with the coordination of all meal times and snacks whilst the tour is in progress and ensure all team members are adequately fed and hydrated, so as performances are not hindered.
11. Assist with the Marshalling of the tour's athletes during competition.
12. Assist athletes with any doping tests, if necessary
13. If also a swim parent, the Assistant Team Manager/Chaperone is expected to travel with the team even if their child is not selected for the team.

Qualifications / Experience / Attributes

1. Previous experience as a Manager or Assistant Manager on at least two previous CIASA and/or Club Tours or equivalent or have equivalent international experience traveling with teams.
2. Excellent communication skills (written and verbal)
3. Extremely well organized and ability to manage conflicting demands and pressures
4. Ability to remain calm under pressure
5. Strong and Effective Leadership Skills
6. An ability to problem solve quickly and to implement these solutions effectively.
7. Well groomed and impeccable presentation
8. Ability to meet deadlines and priorities tasks
9. Ability to work effectively in a team environment and in close collaboration with the Team Manager and the Head Coach.
10. Competent word processing skills
11. Must hold a current Driver's License
12. Must have up-to-date health insurance
13. Must have up-to-date travel documents well in advance of overseas travel which will be valid 6 months after the conclusion of the last date of competition for the event in question.
14. Knowledge of the sport of swimming is desirable

Code of Conduct

Assistant Team Managers and Chaperons at all times shall conduct themselves in a manner befitting a CIOC and CIASA representative, and must sign and observe the attached CIASA Code of Conduct.

Responsibilities

1. The Assistant Team Manager/Chaperone's responsibility starts with assisting in the organisation of the tour and ends upon all athletes being collected from the airport following the meet. Once travel commences, the Assistant Team Manager/Chaperone is expected to be available at all times to assist swimmers and coaches with any non-swimming related issues that may arise during the trip. A typical swim meet day is a minimum 6:30am - 11:30pm job. Assistant Team Managers/Chaperones need to be ready well before breakfast to ensure that all swimmers are up and ready to go. An Assistant Team Manager/Chaperone's daily job typically concludes by ensuring swimmers meet curfew at the hotel and advising swimmers from other teams to be quiet.

2. Attend staff meetings of the team manager and coaching staff before and during the trip to discuss specifics of the trip and any issues that may arise.
3. In conjunction with the CIOC, Technical Director, Team Manager and Coaching staff, plan and co-ordinate team building functions.
4. May be required to assist the Technical Director/RTC Chairman and Team Manager in collecting and ensuring all required forms have been properly completed, signed, and submitted by all swimmers and parents prior to departure. These include all the forms in the Travel Packet and any special permission letters from parents which a swimmer might need.
5. Be familiar with the Emergency Medical Forms of the athletes. Some may have specific needs that require assistance:
 - a. Be aware of any swimmers that have any special needs or specific dietary requirements.
 - b. Medication should never be administered without instructions and permission from parents.
 - c. Watch for concerns regarding emotional issues and offer assistance to those in need of help; however, refer issues regarding competition to the coaching staff.
 - d. Report any sickness or other abnormal behaviour to a member of the coaching staff.
6. Assist in the co-ordination of all travel arrangements, including air, accommodation and ground transportation, including travel to and from airport, pool & hotel
7. Assist the Team Manager in communication to families and supporters team procedures and ensure all are kept informed.
8. Travel with the team and if required, pickup/drop off a rental vehicle
9. Hold in possession money or valuables, if requested by a swimmer, for the duration of the meet.
10. Ensure each swimmer is accounted for when traveling with the team and be aware of the whereabouts of swimmers at all times.
 - a. Swimmers are expected to stay with the team at all times at the pool, hotel, restaurant, etc.
 - b. 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 pickup that is fine. Underage swimmers cannot be left alone under supervision of an adult swimmer. Swimmers are only to be supervised by staff (coaches, chaperone, assistant/team managers).
 - c. No swimmer may leave the hotel, pool, or any other team function without a coach or chaperone to escort them. All activities must be supervised
11. Upon arrival at the hotel, assist the team manager with check in:
 - a. When possible, leave swimmers on the bus/in vehicles 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. Check rooms for condition of rooms during the stay.
12. Tell the swimmers where you are in the hotel and your phone extension in case of an emergency. Locate emergency exits of the hotel, pool facility and other locations. Inform athletes of the location of emergency exits and when and how to get to an escape route.
13. Ensure that swimmers are resting when they are not swimming (between heats and finals)
14. Monitor swimmers when they are in their rooms and enforce bedtime curfews. At curfew check to be sure athletes are in their assigned rooms and have their lights out at the appropriate times. Follow up with room checks to be sure athletes are adhering to the curfew.
15. Make rounds while at the hotel, to ensure all swimmers are:
 - a. accounted for
 - b. exhibiting appropriate behaviour
 - c. in their assigned rooms in bed at the requested lights out time

- d. Do not allow high levels of noise in public areas, hotels, restaurants, or in transit in order to prevent disturbing other guests
16. Make sure all swimmers have a wake-up call. Ensure all swimmers are up and ready to go by the time designated by knocking on doors at the wake up time in the morning.
17. Be available in the lobby, or other designated meeting place, when the team departs for the pool or other activity. Do a head count of the swimmers before the team departs
18. Assist in making arrangements for all meals during the swim meet. Team meal arrangements to include making reservations at restaurants or ordering take-out food. Arrange for snack and beverage runs. Once swimmers are safely at the pool for warm up be sure there is some type of beverage for the athletes in the team cooler. If the sessions at the meet run long check with the coaches to see if they need food or drink.
19. Check all rooms that our swimmers have occupied for forgotten items, and ensure rooms are not left completely dismantled
20. Assist athletes with any doping tests, if required.
21. May be required to help communicate meet information changes
22. After the event, check the bleachers for clothes, towels, etc that may have been left behind.
23. Carry out travel plans as designated by the Team Manager and Head Coach. This may mean leaving meet after preliminaries with swimmers who have not made finals.
24. Make sure all swimmers are accounted for when preparing for departure from any location
25. Upon arrival home ensure that all parents have picked up their swimmers. Do not leave anyone alone. Check for any belongings left behind.

Information required:

1. Assistant Team manager/Chaperone Responsibilities Document
2. List of Swimmers Attending
3. Swimmers Medical Information
4. Transportation Information
5. Pool Information – Directions to the Pool
6. Accommodation Information/Room Assignments/Directions to Pool from the Hotel
7. Swim Meet Information



**CAYMAN ISLANDS AMATEUR SWIMMING ASSOCIATION
REPRESENTATIVE ASSISTANT TEAM MANAGER/CHAPERONE
CODE OF CONDUCT**

1. Assistant Team Managers/Chaperones at all times shall conduct themselves in a manner befitting a CIOC and CIASA representative, and must observe the CIOC and CIASA Code of Conduct. When away on a CIOC or CIASA swim trip, the team is held to a higher standard than when away representing their club.
2. Assistant Team Managers/Chaperones shall conduct themselves at all times in a manner that is safe, responsible, considerate of others and which will reflect positively on the team, including:
 - a. obeying all laws including those pertaining to traffic, parking, speed, seat belts, etc.
 - b. leaving cell phone turned on so can be reached in case of an emergency or a change in schedule.
 - c. shall not take any medications or controlled substances (including alcohol) that may interfere with their ability to safely supervise the swimmers.
 - d. Assistant Team Managers/Chaperones shall not smoke in the presence of swimmers.
 - e. Within the Assistant Team Manager/Chaperone's control, athletes should never be put in illegal or dangerous situations.
 - f. Assistant Team Managers/Chaperones are not to leave the meet or hotel for personal reasons unless the Team Manager and Head Coach have been informed. Before leaving make sure duties are covered.
3. Assistant Team Managers must familiarise themselves with CIASA's Representative Team Agreement which will have been signed by all team athletes. It is the responsibility of the Assistant Team Manager to enforce this Agreement while on tour with the athletes, and to immediately report any possible and/or actual infractions to the Team Manager.
4. Minor Infractions are single incidents of misconduct which breach the Code of Conduct but generally do not result in harm to others.
5. 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 CIASA or to the sport of swimming.
6. All infractions, both minor and major, will be documented by the Team Manager and Head Coach, a full report of which will be included in the post-meet report to the RTC Chairman.

I, _____, understand the importance of representing CIASA in an appropriate manner, and my role in the safety of the athletes. I confirm that I have no outstanding convictions recorded against my name and I hereby agree to adhere to the above Code of Conduct, while serving in my role as Assistant Team Manager/Chaperone.

Assistant Team Manager/Chaperone

Signature

Date

CIASA President (or Secretary)

Signature

Date