



YMCA Northcote Swimming Club Team Camps and Trips – guidelines

Overview

At NTC under Ash Delaney, all trips are coach led.

Trips, excursions and camps form a key part of each coach's swim program and each serves a purpose - for swimmers, coaches and even families. These activities are ideally agreed and scheduled at the commencement of the swimming year and included in the club calendar for planning and budgeting purposes. There will be occasion, particularly at the performance end of the squad structure, where this will not be feasible, and each activity will be managed case by case.

Trips, camps and excursions may or may not include overnight stays and/or catering/transport arrangements. Team logistics may be centralised or arranged and managed per family.

Roles and responsibilities:

- **Head Coach Ash Delaney**
The Head Coach will endorse all team camps, excursions and trips
 - **Squad Coaches** (under Ash's guidance)
Squad Coaches will initiate and lead all team camps and trips.
Coaches will communicate schedules preferably at the beginning of each season (although it's noted that this can't happen all the time particularly at the performance end of the program).
Coaches will be responsible for selection and liaison with Team Manager/s regarding activity organisation and costings.
Coaches will provide guidance to Team Managers around arrangements including dates, team size, and desired travel and accommodation options.
 - **Team Manager/s**
Team Manager will provide support to coaches through coordination of travel arrangements, accommodation, catering provision and adult supervision/
swimmer support where relevant.
Team Managers will coordinate CareMonkey administration for all swimmers on behalf of coach/es.
Where relevant, Team Managers will plan catering requirements including shopping, preparation, meal times, management of dietary requirements, etc in line with Coach plans.
 - **NTC Committee**
The Committee, on behalf of the Club, is responsible for supporting the program, not leading or controlling it.
- Parents of swimmers**
- Key to the success of this program is the active involvement of a range of parents and committee members, based on experience, interest and expertise.
Parents will be invited to nominate for the role of Team Manager and will be selected based on experience and interest/motivation, through discussion with coordinating coaches.

Principles/Framework

The Club has an agreed framework for the design and implementation of camps, excursions and trips, including age suitability, swimmers/adult and gender ratios, accommodation arrangements, budget, etc. Parents of participating swimmers will be relied on to provide assistance and support, where relevant with guidance from experienced committee members and regardless of committee membership. Continuously building the pool of adult expertise available and willing parents to support these activities is vital to the ongoing success of the program.

Swimmer to adult ratios will be considered on a per activity basis, in consideration of the age and number of travelling swimmers, proximity to home, purpose/objectives of the activity (special interest excursion, State or National competition, interstate or Vic, etc). Based on age, swimmer to adult ratio when trip includes overnight, should be around five or six to one.

It is recommended that group trips including overnight are maintained at no more than 25 swimmers for the purpose of whole group organisation and logistics.

One Team Manager to around 10 swimmers is recommended.

Where a team trip extends to five days or more, ratio of Team Managers should be increased case by case.

NTC By-Laws document outline in more detail, the role of Team Manager:

Team Managers

- Team Managers/chaperones shall be appointed by the Head Coach and/or travelling coaches as required for camps and activities where swimmers are travelling as a group.
- They shall volunteer their time for the duration of the camp/activity.
- TM duties include but are not limited to sourcing and booking accommodation and meals, preparing and adhering to a budget as required, communications with families, administering CareMonkey requirements, providing receipts to the Treasurer.
- TM costs shall be met equally by the participating swimmers, including the children of TMs. These costs include but are not limited to travel, accommodation and food.
- TMs will be bound by club, SV and SAL policies.

Relevant resources including planning sheets, budget spreadsheet, accommodation histories, etc, will be shared with Team Managers and continuously reviewed and improved as relevant and based on experience.

Related policies/guidelines

- *Responsible use of Social Media* policy (NTC, 2018) will be shared with all activity participants by the supervising coach during the registration period.
- *Illicit and performance enhancing drugs* policy (SAL, 20XX) will be shared with all activity participants by the supervising coach during the registration period.
- *Safe Sport Framework* (Swimming Victoria)
- *Working with Children's Check* – all Team Managers and coaches must hold a valid accreditation

All swimmers and participants will be expected to behave in a responsible manner in their dealings with Coaches, Team Managers, each other, competing clubs/swimmers, event and venue officials, accommodation and transport providers and all related parties.

All travelling adults will be provided the phone number of the Club President and Club Grievance Officer for use should there be any cause for concern regarding individual behaviour/conflict during the course of activity preparation or the trip itself.