

SCOTTISH AMATEUR SWIMMING ASSOCIATION

To : Mr. H.H. Smith (Director of Swimming)
From : D.C.J. Brown (Swimming Convener)
Date : 8th July 1990

Draft Minute : Swimming Committee Meeting of 4th July 1990

There are several matters arising from the above Minute and actions which are required by the Committee as follows :-

Page 1 : Commonwealth Games (Internal Report)

The Committee has requested that the Internal Report be circulated for the next meeting (31st August 1990). Are all the interviews with swimmers completed? Is there anything which I am expected to do at this stage?

Page 2 : National Squad Consideration Times

Could you please ensure that the Office (whoever was instructed to circulate the times to all Swimming Committee Members) does so as soon as possible?

Page 2 : Submission to the Sports Council

I would draw your attention to the agreed programme of actions/dates leading to the SASA submission in early September.

Page 3 : National Squads 1990/91

I would be grateful if you could prepare and send (when appropriate in terms of the Esso embargo) the letters to those selected for the National Squads.

I would also draw to your attention the wish of the Committee that letters of encouragement be sent to those swimmers who were in Squads last year and have missed selection this year for good reason. Letters (as identified in Item 4) to go to the named swimmers.

At this point in time I have not yet spoken to those identified for Management Services but will try to do so early this week.

Page 4 : 1990 Seminar

I attach, as required, a copy of the discussion structure and outcomes of the Management Services Workshop held in 1987.

I assume that, as agreed at our Meeting, you will contact those whom you have identified to take an active part in the Seminar and Workshops.

Douglas C.J. Brown

cc Mr. W. Black
General Secretary

SCOTTISH AMATEUR SWIMMING ASSOCIATION

NATIONAL COACHING SEMINAR 1987 (Swimming)

REPORT : WORKSHOP on MANAGEMENT SERVICES

The Workshop was introduced by Mr. Taylor (Chairman) who defined the Team Manager's position as being an extension of the SASA Council - in the Team/Squad situation, the Manager is the representative of the elected members with a duty to report back to Council through the Swimming Committee.

Mr. Brown circulated a discussion paper and focussed initially on the identification of the remit or brief given to Team Managers. It was noted that there was no specific brief given to the Team Managers : in effect, the 'Information Booklet' circulated to all members of the National Squad Programme (swimmers and staff) contained a statement of the overall objectives of the Programme but did not deal specifically with the role of the Team Manager or of differing requirements which might be applicable in differing situations. The assistance of participants in the Workshop was sought to identify the duties expected of Team Managers and problems experienced in order to provide information which could be used as a basis for such a 'brief' or 'remit'.

Participants were asked to draw-up a list of the duties and responsibilities which they assumed to be requirements based on their previous experiences and three different situations :-

1. SQUAD TRAINING WEEKENDS

The following points were suggested and agreed :-

- a) Responsibility for the supervision of the swimmers throughout the duration of the weekend ;
- b) Provision of food where necessary (eg supper, breakfast before and after morning training) ;
- c) Servicing the swimming component (eg typing schedules, recording test results and any other requests from Squad Coaches and Medical Staff) ;
- d) The administration and accounting of expenses ;

The following points were raised in general discussion :-

- e) That the Team Manager is responsible for first aid and for dealing with more serious emergencies ;
- f) That the Team Manager and Coach/es should be working in close liaison; just as the Team Manager was expected to service the swimming component where necessary, the Coaches should be supporting and assisting the Team Managers (there being a suggestion that this was not always the case).
- g) That there may be special dietary requirements which were not always notified ;
- h) That there were allergy cases which were not always notified ;

The following point was raised in general discussion on all three situations in which a Team Manager is likely to experience :-

- i) That the SASA and the Team Manager should hold a signed statement by the parents of minors stating medical treatments and allergies and giving the SASA (Team Manager) the authority to act in 'loco parentis' in the event of an emergency arising

(Note : Mr. Brown referred to a format adopted by his Club to cover this matter and agreed to lodge a copy with the SASA for information)

2. SQUAD TRAINING CAMPS

It was agreed that the points identified above were equally relevant to the Camps but that the following should be added :-

- j) Organisation and supervision of recreational time
(It was also noted that it was essential for Coaches and Team Managers to have 'time-off duty' and therefore, that sufficient assistance should be available)

The following points were raised in general discussion :-

- k) That in order to meet item (j) a structured programme should have been planned for the Camp to include recreational time for the swimmers and relaxation time for the Staff.

- l) Responsibility, on occasions, for the assembly and dispersal of the swimmers or of individual swimmers.
- m) That dietary arrangements are made by the SASA in advance and notified, and that the Team Manager should oversee.

3. REPRESENTATIVE MEETS

It was acknowledged that the majority of the items previously identified under (1) and (2) above would still be appropriate with the addition of the following points :-

- n) Co-ordinating the assembly and dispersal of Team Members ;
(Note : in this context, some problems recently experienced by Team Managers were raised : for example, passport problems which prevented a swimmer from travelling with the Team, late arrivals, changes in arrangements. There was a positive feeling emerging from the Workshop that a representative of the Travel Agent or of the SASA should be available at the point of departure of the Team (assumed to be Scotland) to assist with any problem cases arising at the time of departure or immediately thereafter.)
- o) Representing the Team at formal functions (eg attendance at Technical Meetings);
- p) Undertaking formal functions (eg notification of team changes, submission of relay team lines and administrative arrangements specific to that Meet including provision of training sessions;
- q) Co-ordination of hosting, hotel accommodation and Meet transport arrangements ;
- r) Financial arrangements (noted as being a far greater responsibility in this context) ;

The following points were raised in general discussion :-

- s) Responsibility for and supervision of social arrangements ;
- t) Being available at all times on the pondside to assist the Coaches and swimmers as appropriate ;
- u) Being conversant with the Rules of the Sport.

- 4. The planned section of the Workshop dealing in greater depth with problems experienced by the Team Managers was abandoned due to pressure of time and the need to discuss the important matter of a Code of Conduct.

5. CODE OF CONDUCT

Mr. Brown referred to the quotations incorporated in the discussion paper and acknowledged the existence of two differing points of view. On one hand, there was the view that the Association's expectations of the swimmers was built-in to the Programme based on their previous experience of the Training Weekends and the unwritten expectations of the Staff whose personal relationships with the swimmers was an important factor. On the other hand, there was the view that the less structured approach (while appropriate for the substantial majority) was insufficient in respect of problem cases leaving the individual Team Manager (and the Association) without adequate guidance or support for actions which might have to be taken : equally, the Association might be legally vulnerable unless there were clearly identified rules and authority. Mr. Brown suggested that there were some associated factors for consideration :-

- i) different rules for ages and stages ;
- ii) that some swimmers were probably more 'comfortable' to know positively what the rules were and to abide by them....but recognised that to others the same rules would be a challenge !
- iii) that if the rules were clearly set down in writing, it could place the Team Manager under more pressure to take action publically when otherwise a matter might be dealt with on a one-to-one basis - but the interpretation of the rules could vary.
- iv) that a particular worry was the role of the Association in respect of minors (relative parental authority).

CODE OF CONDUCT (Continued)

In general discussion on the items listed in the discussion paper (no particular order) the following points emerged :-

a) Dress during Travel

It was considered that dress for travel should be 'smart' and 'comfortable' and that the Team should look like a Team. It was felt that 'jeans' were not appropriate under any of the above headings.

There was a strong recommendation that Teams should be provided with a 'Team Leisure Suit with option of trousers or skirt' (in addition to standard Team Kit) for travel and recreational occasions.

b) Purchase of Alcohol

The Working Group was positive in stating that there should be no purchase of alcohol for consumption during the Tour. However, it was felt that swimmers over the legal age limit could purchase alcohol (duty free for example) on the outward journey provided that the purchase was deposited with the Team Manager for 'safe-keeping' during the Tour.

(Note ; Mr. Taylor interpreted this item and the following item as referring

** also to Staff in his report to the seminar - that was not my individual interpretation of the suggestions of the Working Group but I may be wrong on that count)

c) Consumption of Alcohol

The Working Party appeared to be positive in placing a total ban in respect of any consumption of alcohol for Junior and Youth Teams : in respect of Seniors that ban should apply prior to completion of the competition for all Team Members and thereafter that the Team Manager should deal "intelligently" with subsequent social occasions.

(Note ** also applies)

d) Purchase of Cigarettes

The Working Group considered the purchase of cigarettes to be inappropriate but recognised the 'duty-free' option also available in respect of alcohol.

e) Status of Host Parents

Swimmers should be aware that the host parents had the same authority in effect as their own parents and that the host parents were asked to report any problems or difficulties to the Team Manager : equally, swimmers should report any problems or difficulties experienced with host parents to the Team Manager.

f) Gambling

Initially, the Working Group was of the view that this was not a significant item but on reflection and based on the previous experience of some participants it was agreed that any activity which could be described as gambling and involving money should be banned.

g) Curfew

That the swimmers should know that a curfew set by a Team Manager (in association with the Coach) should be strictly adhered to.

h) Unauthorised departure from the Team (including time at the Meet)

The Working Group took the view that the Team Manager should be aware at all times of the whereabouts of the Team Members. In effect, the swimmers should not leave the main body of the Team in an airport, railway station etc....during the Meet....or during any other Team activity without the specific approval of the Team Manager

i) Language

Of all the items considered by the Working Group (and subsequently by the participants at the Seminar) this item evoked the strongest and most surprising response. It would appear that bad/offensive language is an increasing problem and the Group was strongly of the view that measures (not specified) should be taken to curb/eliminate this trend.

6. TEAM MANAGER'S REPORTS

Unfortunately, there was insufficient time available to deal with this item which had been included in the discussion paper.

7. Mr. Taylor thanked those attending the Working Group for their valuable contributions.

D.C.J. Brown (13th September 1987)

NATIONAL COACHING SEMINAR 1987

- * Duties and responsibilities of Management Staff at :
 - i) Training Camps
 - ii) Competitions

- a) Overall objectives of the National Squad Programme :
- b) Specific objectives of a particular Squad or activity :
- c) The Swimmers :
- d) The 'Management Staff' contribution :

a) Squad training weekends

b) Squad training camps

c) Representative Meets

3. TEAM MANAGER - list of duties for....

a) Squad training weekends

3. (continued)

b) Squad training camps

<u>Before</u>	<u>During</u>	<u>After</u>

c) Representative Meets

<u>Before</u>	<u>During</u>	<u>After</u>

4. IDENTIFICATION OF PROBLEMS ARISINGSUGGESTED ACTIONS

5. CODE OF CONDUCTa) General Statement (contained in letter of selection for Teams)

"You will appreciate it is a privilege and honour to represent one's country, whether at home or abroad. This honour brings its own responsibilities and at all times you are expected to be an ambassador for Scotland, and in particular for Scottish Swimming showing this in both your behaviour and performance.

A successful team must have spirit team discipline and a will to win. You are responsible to your fellow team members to show that spirit and determination and to discipline yourself so that no complaints of any kind may be levelled against you or the team. The better you or the team becomes known, the higher is the standard of behaviour and performance that is expected from you."

"Should a team member misbehave, the Team Manager is instructed to report the matter to the Swimming Committee.

If the team is invited as guests to any function, you are expected to attend and not leave the function without the prior permission of the Team Manager, who will indicate what dress should be worn."

b) Specifics (suggestions, if any)

i) Dress during travel

ii) Purchase of alcohol

iii) Consumption of alcohol

iv) Purchase of cigarettes, etc

v) Status of host parents

vi) Gambling

vii) Curfew

viii) Unauthorised departure from the Team
(including time at Meet)

ix) Language

x) Other

6. TEAM MANAGER'S REPORTS

a) Format (existing) :

b) Suggested Content and Format :

c) Facility for Feed-Back from Swimmers :

d) Forum for consideration of feed-back, proposals and potential development :