WINDSOR AQUATIC CLUB

EVENT MANAGER GUIDELINES

1. Event managers are parent volunteers who are required to look after swimmers at away meets. The coach is responsible for the swimmers while they are on deck and the event manager is responsible for the swimmers the rest of the time.

2. All persons appointed to accompany the team as an Event Manager with swimmers under the age of 18 must have an up to date Vulnerable Sector Check, as required by Swim Canada, on file with WAC.

3. WAC requires one event manager for every 10 swimmers (when there are only senior swimmers traveling this could be one per 20). When there are several event managers, one will be designated Head Event Manager.

4. Each event manager will be responsible for specific swimmers/rooms and needs to know where the swimmers are at all times. Swimmers should direct all their needs/requests directly to the chaperone designated as "theirs". Swimmers should not ask another event manager nor should another event manager approve requests from swimmers not under their care.

5. Room assignments and schedules should be determined with the coach ahead of time. This will facilitate check-in and ensure a consistent message from both coaches and chaperones. It will also ensure swimmers are ready and where they need to be throughout the trip.

6. Lights-out schedules/curfews should be confirmed with the coach and enforced. All swimmers need to respect the rights and privacy of the other swimmers on the trip and in their room. This includes allowing their roommates to sleep.

7. Visits between rooms are allowed before curfew, but the hall door should be left open when visitors from other rooms are present. Swimmers of the opposite gender are not permitted in the same room.

8. Swimmers are expected to keep their rooms reasonably tidy and to take all of their belongings with them at check-out. Event manager will need to monitor this and do complete room checks after the swimmers have vacated the room. Event manager will need to ensure they allow enough time for the room check in their schedule.

9. Copies of each swimmer's health insurance card/number are required and should be provided to the Head Event Manager before departure. For trips including travel by air or travel outside Canada, the Head Event Manager will need to have passports for each swimmer.

10. Event Manager is responsible for arranging meals for the swimmers. For large groups, reservations should be made ahead of time. For take -out orders (for example, Mr. Sub or pizza), take the swimmers' orders in advance and place the orders before going to pick them up.

In all cases, each swimmer is responsible for paying for their own meals. Younger swimmers might need help regarding tips and how to pay in restaurants.

Event Manager should check out the restaurants and take-out alternatives as soon after arrival as possible. For most meets, swimmers or chaperones will bring breakfast if not provided by hotel. This needs to be determined in advance. Event Managers may have to accommodate special requirements like finding Lactaid for a lactose intolerant swimmer.

11. The WAC Code of Conduct should be understood by all swimmers and event manager. Inappropriate behaviour can result in a swimmer being sent home at the parents' expense.

12. In the hotel, WAC will have access to long-distance calling and pay -per-view movies turned off in all the swimmers' rooms. Event Manager(s) will need to ensure swimmers have the opportunity to call home. Young swimmers might require some assistance with collect or calling card calls.

13. During the trip, swimmers are expected to be responsible passengers. Event Manager should ensure that there is some quiet time for those who want to rest, do homework, etc. Movies are a good idea, but they should be age appropriate.

14. Event Managers should be advised of any medication or medical condition and monitor accordingly.

15. Away meets are intended to a learning opportunity and a lot of fun for swimmers. However, they are not sleepovers or parties, and event manager must maintain the appropriate level of discipline