



Training Camp Responsibilities

Purpose

To clearly define the roles and responsibilities of the Admin Team, Coaching Staff, and Chaperones before, during, and after training camp in order to ensure smooth operations, athlete safety, and a well-organized, positive experience for all participants.

Training camp success is a shared responsibility. Clear, timely communication, both verbally and through formal written channels such as email is essential to avoid miscommunication, ensure accountability, and prevent important details from being overlooked.

1. ADMIN ROLE

Before Camp

- Coordinate logistics: confirm accommodation, flights and transportation.
- Communicate and collect all required forms (medical, waivers, emergency contacts, rooming lists, travel insurance if required).
- Manage payment collection and budget tracking.
- Ensure all payments are completed for hotel, flights, pools, car rental...etc
- Ensure that chaperone deposit is completed by bookkeeper at least 10 days prior to travel
- Communicate itinerary, packing list, and camp expectations to families.
- Prepare and distribute camp folders, swimmer list, allergies/medical requirements and emergency contact sheets to chaperones.
- Ensure coaches have access to athlete information and room assignments.
- Arrange insurance coverage and ensure travel documents are complete (if applicable).

During Camp

- Serve as point of contact for parents and facility staff.
- Support coaches with administrative tasks
- Coordinate transport between venues (if applicable).

After Camp

- Confirm all participants return safely.
- Collect feedback from swimmers/parents, chaperones and coaches.
- Arrange and conduct a post camp meeting on the camp success, challenges and feedback with camp lead coach & Lead chaperone.
- Process receipts and finalize camp budget report.
- Prepare a brief summary report for the Board & Head Coach.
- Archive documentation and update templates for future camps.

2. COACHES ROLE

Before Camp

- Develop detailed training plan and daily session outlines.
- Communicate expectations, goals, and code of conduct to athletes.
- Coordinate with admin on schedules, roster, and facility bookings.
- Identify athlete groupings and lane assignments.
- Provide input on meal timing, rest periods, and recovery sessions to chaperones.

During Camp

- Lead all training sessions (water, dryland, Lift, recovery....etc).
- Supervise swimmers during all training activities in and out of the pool
- Enforce team rules, curfew, and behavior standards.
- Conduct team meetings and goal-setting sessions.
- Monitor athlete health and wellbeing; report issues to chaperone/admin promptly.
- Collaborate with admin to ensure smooth schedule transitions if required.
- Encourage team bonding and positive culture.
- Participate in all team activities.

After Camp

- Debrief athletes and provide performance feedback.
- Review camp effectiveness and note areas for improvement.
- Submit a short camp report (attendance, observations, recommendations) to Head coach.
- Participate in post-camp review meeting with admin and staff.
- Post Chaperone meeting on the camp success, challenges and feedback

3. CHAPERONE'S ROLE

Before Camp

- Review camp itinerary, athlete list, room assignments, and emergency contact information provided by Admin.
- Familiarize themselves with camp expectations, code of conduct, supervision requirements, and communication protocols.
- Coordinate with Admin and Coaches regarding schedules, meal planning, dietary restrictions, and supervision needs.
- Participate in any required pre-camp briefing, training session
- Plan, organize, and oversee team bonding, social, and entertainment activities during assigned time blocks communicated by the coaching staff.
- Assist with arrival logistics as assigned (travel day support, check-in preparation).

During Camp

- Assist with athlete check-in and registration upon arrival.
- Provide supervision outside of training sessions, including meals, downtime, travel between venues, and evening hours.
- Conduct regular attendance checks, room checks, and curfew enforcement in coordination with Coaches.
- Plan & prepare meal arrangements and monitor dietary needs, allergies, and hydration.
- Maintain a safe, inclusive, and positive environment that reflects team values.

- Serve as the first point of contact for minor athlete concerns and promptly escalate medical, behavioral, or safety issues to Coaches and Admin.
- Maintain daily logs documenting attendance, incidents, injuries, room checks, and any notable concerns.
- Coordinate the planned team-building or recreational activities in collaboration with the chaperone team and in alignment with the training schedule.
- Model respectful behavior and reinforce expectations consistently and professionally.

After Camp

- Assist with departure logistics and ensure all athletes are accounted for and return safely.
- Submit completed logs, incident reports, and feedback to Admin.
- Participate in post-camp debrief meetings to review camp successes, challenges, and recommendations for improvement.
- Submit all receipts and reimbursement form to admin/bookkeeper
- Support Admin with feedback collection from athletes as requested.

Declaration

All individuals involved in the training camp, including administrative staff, coaches, and chaperones, are required to read, understand, and acknowledge this policy and commit to its implementation by providing their signature prior to participation.

Sign-Off

Name	Role	Signature	Date
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