



SOUTH TYNESIDE SWIMMING CLUB

Areas to Check	Notes for Team Manager	Tick when checked
Planning and paperwork	Gala Schedule Emergency Contact Sheet Entries Report/acceptance list/draft programme Session Attendance Sheet Team Sheet (if required)	
Club Knowledge	Kit and equipment list Code of conduct Instructions for swimmers when attending a Gala	
Equipment	Pens, pencil, highlighters Clipboard	
Team Management	Coach :- Additional TM :-	
Emergency procedures	First Aid Specific medical details/medications Reporting procedures	
Personal	Water Snacks Lunch provided? Poolside shoes	
Post Meet Report	Incidents? Comments?	
Other		

