



Global School Swimming Series

Coach and Team Staff Nomination Policy

Effective Date: 8th June 2026

1. Purpose of this Policy

This Coach and Team Staff Nomination Policy sets out the process, expectations and selection principles for coaches and team staff wishing to be considered for appointment to support swimmers selected for the Global School Swimming Series Grand Final.

The purpose of this policy is to ensure that all coach and team staff appointments are made fairly, transparently and in the best interests of swimmer welfare, team performance, safeguarding and the successful delivery of the Grand Final experience.

This policy applies to all coaches, teachers, school staff, team managers, chaperones, medical staff, welfare staff and other adults who may be nominated, self-nominated, considered or appointed to support a Global School Swimming Series team at the Grand Final.

2. About the Global School Swimming Series

The Global School Swimming Series is an international school swimming competition created through the partnership between TEEMS Global and AP Race.

The Series is designed to inspire the next generation of school swimmers through a fast-paced, high-energy competition format. Qualifying events will take place in selected international locations, with successful swimmers progressing to the Grand Final in London.

The Grand Final will take place at the London Aquatics Centre, home of the London 2012 Olympic Games, and will form part of a wider multi-day experience that may include masterclasses, educational opportunities and exposure to a world-class international swimming environment.



Coach and team staff appointments are an important part of ensuring that selected swimmers are supported safely, professionally and positively throughout the Grand Final programme.

3. Core Principles

Coach and team staff nominations and appointments will be guided by the following principles:

1. Safeguarding and Welfare First

The safety, wellbeing and protection of swimmers will be the primary consideration in all appointments.

2. Suitability for an International School Environment

Appointed staff must demonstrate the professional judgement, behaviour and experience required to support school-aged swimmers in an international team setting.

3. Experience and Competence

Coaches and team staff should have appropriate experience, qualifications or relevant professional background for the role they are being considered for.

4. Team Balance

Final appointments may take into account the overall needs of the team, including gender balance, age-group support, technical expertise, welfare coverage, supervision ratios and logistical requirements.

5. School and Event Alignment

Appointed staff must understand and support the values, policies and procedures of the Global School Swimming Series, the host school, the host venue and the wider Grand Final programme.



6. Open and Fair Nomination Process

Nominations may be submitted by schools, event representatives, recognised swimming programmes or individuals through self-nomination, provided all required criteria are met.

7. Final Approval by the Selection Committee

Nomination or self-nomination does not guarantee appointment. Final decisions regarding coach and team staff appointments will be made by the Selection Committee.

4. Roles Covered by this Policy

This policy applies to any adult role connected with the support, supervision or management of swimmers selected for the Grand Final.

Roles may include, but are not limited to:

- Head Coach
- Assistant Coach
- Team Manager
- Assistant Team Manager
- School Representative
- Chaperone
- Welfare Lead
- Safeguarding Lead
- Medical Support
- Physiotherapy or Performance Support
- Logistics Support
- Media or Communications Support, where applicable

The final number and type of staff roles appointed will depend on the size and structure of the selected team, travel arrangements, safeguarding requirements and operational needs of the Grand Final.



5. Eligibility for Nomination

To be eligible for consideration, nominated or self-nominated coaches and team staff must meet the requirements set out below.

5.1 Professional Standing

Nominees must be in good professional standing with their school, organisation, club, governing body or relevant professional employer.

They must not be subject to any current disciplinary, safeguarding, conduct, professional standards or criminal investigation that would make their appointment unsuitable.

5.2 Relevant Experience

Nominees should have relevant experience appropriate to the role they are being considered for.

This may include experience in one or more of the following areas:

- School swimming
- Competitive swimming
- Coaching young athletes
- School sport or physical education
- Team management
- Residential trips or international travel
- Child supervision and pastoral care
- Safeguarding and welfare
- Medical, first aid or performance support
- Event logistics or operations



5.3 Safeguarding Suitability

Nominees must be suitable to work with children and young people.

This may include the requirement to provide evidence of:

Appropriate safeguarding training;

A valid background check, police check, DBS check or equivalent, where applicable;

Confirmation from their school, employer, club, organisation or relevant professional body that they are suitable to work with children;

Relevant professional references;

Any additional safeguarding documentation required by the organisers.

The Selection Committee may decline or withdraw an appointment if safeguarding suitability cannot be confirmed to the required standard.

5.4 Availability

Nominees must be available for the full period required for the Grand Final, including any pre-event briefings, travel days, team meetings, masterclasses, competition days and post-event responsibilities.

Nominees must also be willing to attend online or in-person preparation meetings before the Grand Final, where required.

5.5 Compliance with Policies

Nominees must agree to follow all relevant policies, procedures and operational requirements issued for the Global School Swimming Series, the Grand Final, the host school, the host venue and any accommodation or travel providers.

This includes, but is not limited to:

- Safeguarding policies
- Child protection procedures



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- Health and safety requirements
- Codes of conduct
- Supervision expectations
- Travel and accommodation rules
- Emergency procedures
- Photography, media and social media rules
- Medical and welfare procedures
- Reporting obligations

Failure to comply with these requirements may result in removal from the team staff group.

6. Nomination Process

6.1 Who May Nominate

Coach and team staff nominations may be submitted by:

A school formally registered to compete in a Global School Swimming Series qualifying event

- A host school or host venue
- A recognised swimming programme connected to a participating school
- The event organising team
- The Selection Committee
- The individual coach or team staff member through self-nomination

Self-nomination is permitted, provided that the nominee meets all eligibility, safeguarding, professional standing, availability and compliance requirements set out in this policy.

Where a self-nomination is submitted, the nominee may be required to provide additional supporting information, including confirmation from their school, employer, organisation, club or relevant professional body, as well as evidence of appropriate safeguarding checks, qualifications and experience.



Self-nomination does not guarantee appointment. All self-nominated candidates will be assessed against the same criteria as all other nominees and will remain subject to final approval by the Selection Committee.

6.2 Nomination Form

All nominations and self-nominations must be submitted using the official nomination process or form provided for the Global School Swimming Series.

The nomination form may request information including:

- Full name
- School, organisation, club or professional affiliation
- Role being nominated for
- Relevant qualifications
- Coaching or professional experience
- Safeguarding training
- Background check status
- First aid or medical qualifications, where applicable
- Previous experience of school trips, residentials or international events
- Availability for the Grand Final period
- Supporting statement
- Referee or school, employer, organisation, club or professional body confirmation

Incomplete nominations may not be considered.

6.3 Nomination Deadline

Nominations and self-nominations must be submitted by the published deadline.

Late nominations may only be considered at the discretion of the Selection Committee, where there is a clear operational need or exceptional circumstance.



7. Appointment Criteria

The Selection Committee will consider a range of factors when appointing coaches and team staff.

These may include:

- Safeguarding suitability
- Relevant coaching or professional qualifications
- Experience supporting school-aged swimmers
- Experience in competitive swimming environments
- Experience on school trips, residential or international events
- Ability to work collaboratively with other staff
- Ability to support swimmers from a range of schools
- Understanding of professional boundaries
- Communication skills
- Ability to follow event procedures
- Availability for the full programme
- Gender balance within the staff team
- Age-group support requirements
- Technical swimming expertise
- Medical, welfare or pastoral experience
- The overall operational needs of the Grand Final team

No single factor will guarantee an appointment.

8. Selection Committee

Coach and team staff appointments will be reviewed and confirmed by the Selection Committee appointed for the Global School Swimming Series.

The Selection Committee may include representatives with responsibility for:

- Event leadership



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- Competition operations
- Technical swimming review
- Athlete welfare and safeguarding
- Team logistics
- Grand Final delivery

The Selection Committee will be responsible for reviewing nominations, confirming eligibility and approving the final list of appointed coach and team staff.

The Selection Committee will have final decision-making authority in relation to all coach and team staff appointments.

9. Appointment Decisions

Nomination or self-nomination does not guarantee appointment.

Appointment decisions will be made in the best interests of the selected swimmers, the team, the Grand Final programme and the safe delivery of the event.

The Selection Committee reserves the right to appoint staff based on the overall needs of the team, rather than solely on the number of swimmers selected from a particular school, country or qualifying event.

The Selection Committee may also choose not to appoint a nominee where:

- Safeguarding suitability cannot be confirmed
- The nominee does not meet the required standard for the role
- The nominee is unavailable for the required period
- There is an unresolved conduct or disciplinary concern
- The nominee is unable or unwilling to follow the required policies and procedures
- The appointment would not support the operational, welfare or performance needs of the team

All appointment decisions will be made in good faith and in the best interests of swimmer welfare, team balance and the successful delivery of the Grand Final.



10. Notification of Appointment

Successful nominees will be notified following review by the Selection Committee.

Appointment will not be considered final until the nominee has completed all required confirmation steps, which may include:

- Acceptance of the role
- Completion of staff registration documentation
- Submission of passport and travel information, where required
- Completion of medical and emergency contact forms
- Submission of safeguarding or background check documentation
- Agreement to the relevant codes of conduct
- Attendance at required briefing or training sessions
- Confirmation of availability for the full programme

Unsuccessful nominees may be notified where appropriate. The organisers are not required to provide detailed feedback on appointment decisions.

11. Staff Responsibilities

Appointed coaches and team staff are expected to act professionally at all times and to place swimmer welfare at the centre of their role.

Responsibilities may include:

- Supporting swimmers during travel, accommodation, training, masterclasses and competition
- Maintaining appropriate professional boundaries
- Following safeguarding and child protection procedures
- Supervising swimmers in line with agreed ratios and expectations
- Supporting the team culture and values of the Global School Swimming Series
- Communicating appropriately with swimmers, parents, schools and event staff



- Reporting concerns promptly through the correct channels
- Supporting medical, welfare or emergency procedures where required
- Working collaboratively with other team staff
- Following all instructions from the Head Coach, Team Manager, Safeguarding Lead, Event Committee or Selection Committee, as applicable

Specific role descriptions may be issued separately.

12. Codes of Conduct

All appointed coaches and team staff will be required to follow the relevant staff code of conduct issued for the Global School Swimming Series.

This includes expectations relating to:

- Professional behaviour
- Respect for swimmers, staff, officials, parents and competitors
- Safeguarding and appropriate boundaries
- Communication with children and young people
- Use of mobile phones and digital communication
- Photography and media
- Social media use
- Alcohol, smoking and prohibited substances
- Travel and accommodation conduct
- Confidentiality
- Reporting concerns
- Representation of the Global School Swimming Series

Any breach of the staff code of conduct may result in removal from the team staff group.

13. Safeguarding and Child Protection

Safeguarding is central to all coach and team staff appointments.



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Appointed staff must understand that they are working with school-aged swimmers and are expected to uphold the highest standards of child protection and professional conduct.

All appointed staff must:

- Complete or provide evidence of appropriate safeguarding training, where required
- Follow the safeguarding procedures issued for the event
- Report any concern about a child or adult immediately through the correct safeguarding route
- Maintain professional boundaries with swimmers
- Avoid one-to-one situations that are not visible, accountable or authorised
- Communicate with swimmers only through approved channels
- Follow all photography, video and social media rules
- Respect confidentiality while understanding that safeguarding concerns must be reported

Failure to meet safeguarding expectations may result in immediate removal from the role and, where appropriate, referral to the relevant school, employer, authority or governing body.

14. Medical Fitness and Welfare

Appointed coaches and team staff must be fit and able to undertake the responsibilities of their role.

Nominees and appointed staff must disclose any relevant medical, physical, psychological or welfare information that may affect their ability to fulfil their duties or participate safely in the Grand Final programme.

The Selection Committee may request further information or confirmation where appropriate.

Failure to disclose relevant information may result in withdrawal of appointment.



15. Withdrawal or Removal from Appointment

A coach or team staff member may be withdrawn from appointment or removed from the team staff group if:

- They are no longer eligible or suitable for the role
- Required documentation is not completed by the stated deadline
- They are unable to travel or attend for the required period
- They breach the staff code of conduct
- They fail to follow safeguarding, welfare or child protection procedures
- There are medical, welfare, disciplinary or behavioural concerns
- They fail to follow the policies, procedures or requirements of the host school, host venue, accommodation provider, travel provider or event organisers
- Their school, employer, club, organisation or professional body raises concerns about their suitability
- They bring the event, organisers, school, team or Global School Swimming Series into disrepute

Any decision to remove a coach or team staff member from appointment will be made by the Selection Committee, in consultation with relevant safeguarding, welfare or event leadership representatives where appropriate.

16. Reserve or Additional Staff Appointments

The Selection Committee may identify reserve or additional coaches and team staff.

Reserve or additional staff may be appointed if:

A confirmed staff member withdraws;

The number of selected swimmers increases;

Additional safeguarding or supervision cover is required;

Team balance requires additional gender, age-group, welfare or technical support;

Operational needs change before or during the Grand Final programme.



Reserve or additional appointments will normally be made in line with the same principles and criteria set out in this policy.

17. Appeals

An appeal may only be submitted where there is evidence that:

- The nomination policy was not followed
- There was an administrative error in the nomination process
- Eligibility or suitability information was incorrectly assessed
- Relevant information was not considered by the Selection Committee

An appeal may not be submitted solely because a nominee, school, coach, parent or swimmer disagrees with an appointment decision.

Appeals must be submitted in writing within the stated appeal window, which will be confirmed in the nomination information.

The appeal must include:

- The nominee's name
- The role concerned
- The reason for appeal
- Any supporting evidence

Appeals will be reviewed by an appropriate representative or panel appointed for the Global School Swimming Series. The outcome of the appeal will be final.

18. Changes to this Policy

The Global School Swimming Series reserves the right to amend this policy where required.

Any changes will be communicated through official event channels.



Where possible, material changes affecting coach and team staff nominations will be published before the relevant nomination deadline.

19. Final Authority

The Selection Committee is responsible for the final interpretation and application of this policy.

The decision of the Selection Committee will be final, subject only to the appeals process set out in this policy.