

PLANNING THE SEASON

Team Administrator, needs to be on board asap. (Should not be Head Coach)

- Keeps parents informed
- Develops and maintains parent call lists
- Recruits and organizes volunteers
- Keeps team rosters accurate
 - Notifies parents if additional paperwork is needed
 - Helps to take attendance at meets/practices
- Helps organize team activities/fund raisers
- Organizes end of year party
- Helps prepare ribbons for hand out after meets
- Keeps coaching staff informed, parent/swimmer issues
- Helps to recruit new swimmers
 - Contacts non-returning swimmers

Your practice season start date (no sooner than October 1)

- Review whether cost of starting early will impact # or frequency of practices

Basic determination of team makeup and scope

- Estimate intended size of team
 - This will help determine coaching needs or vice-versa
 - Rough estimate is 1 to 7 ratio of coaches/assistants to swimmers
- Combining with another team to increase practice time and control costs

Fee structures, including the CYO fee

- Pool rental & misc. expenses
 - Team Manager software, basic and addition modules
- Develop a budget plan

Full function team with all levels?

- Remember the basic CYO Philosophy
- Team philosophy, developmental versus purely competitive

Determine potential conflicts and plan how to resolve them

Swimmers sign-up date

- Formulate the method of communication for sign-up date(s)
- Should be as complete as possible, the first time
- Let parents know what they will need to bring with them to sign up
 - o Insurance information for each child
 - o CYO/Club Fee Payment

- o Swim suit or equipment money, if up front collection is deemed necessary

- o Suit selection can be tricky, test fit/sizing before ordering in bulk.

- o Polyester suits last longer than Lycra

- o Warm-ups can vary in sizing, check fit before ordering in bulk

Pre-call last year swimmers to be sure they know about sign-up date(s)

Paperwork for sign ups

Have people at sign-ups that know the program

- o A.D. would be great on hand to help review paperwork for completion at point of turn-in

Parent volunteer sign-up sheets available

Beginning of season meeting, during sign-ups if possible

Search out new coach prospects, don't wait until it's too late

Coaches tend to leave as their children graduate from the program

Coaching Staff

Head Coach

Coordination of coaches, who will do what, where, when

Head, Assistant, and Intern Coaches

- o All must read the CYO Sports Manual, General Section and Swimming Section

- o All must read the NHS Manual for High School Swimming
Covers general stroke, turn, relay, and finish rules."

Participation in certification requirements

- ASEP training

- Stroke and Turn Judge training

- Participation in optional Stroke Clinics

Called to Protect certification

Concussion Training and sign-off

Computer Input Person - Very important position

Don't underestimate the value of a good, reliable, person

Ask for volunteers, two operators are better than one.

Maintains the team database on Team Manager

Maintains Meet Manager databases

- Sets up meet data before date of swim meet

- Runs the meet software when hosting a regular season meet

- Completes regular season meets and uploads files to the CYO Office

Practice Schedule Considerations

- Cost analysis to determine number, frequency, and location of practices
- Meet conflict considerations on practice times and dates

Pool selection considerations

- o Pool configuration
- o Pool depth
 - Should be deep enough to safely teach forward and back diving starts
- o Pool length
- o Number of lanes, width of lanes
- o Pool Temperature
 - Cool pool temperatures are great for competitive Swimmers, may be too cool for young swimmers for periods greater than 1/2 hour.
- o Ambient air temperature
 - o Critical when swimmers are out of the water to view demonstrations
- o Available equipment for use
 - Starting blocks
 - Back stroke flags
 - Kick boards
 - Pull buoys

Basic Training Season Plans per group, e.g. workout plans for Pollies, Cubs, Cadets

- Total season
 - Teaching phase
 - Conditioning phase (continue teaching at early ages throughout season)
 - Competitive phase, starts, turns, speed and tactics
- Plan how you will insure all swimmers are enjoying the program
 - When to have fun versus when to work
 - Remember...swimmers will leave the program if they are not having fun
- Success should be measured by the swimmer's enthusiasm and skill
- Progression,
 - Not just by times
 - Not just by ribbons

Mandatory Team Meeting

- Timing
 - Mandatory Pre-season with all parents
 - At sign-up night
 - On first practice Day
- See sample meeting agenda on following page

Sample agenda format for
Mandatory Pre-season Parent Meeting

PRE-SEASON MEETING AGENDA

I. General Session

- A. Welcome
- B. Introduction of coaches
- C. State CYO policies
- D. Athletic handbook

II. Sport Meetings

- A. Philosophy
- B. Sport specific videos(s) if available
- C. Expectations of athletes and parents
- D. Criteria for making the team
- E. Practice and meet schedules
- F. Directions to all meets
- G. Called to Protect-for all volunteers**
- H. Concussion Training**
- I. Drugs and alcohol
- J. No administered medications
- K. Grades and eligibility
- L. Sportsmanship and representation of our club and your program
- L. Parent concessions
- M. Questions
- N. Uniforms
- O. Christmas Practice Schedule
- P. Locker Rooms / Changing Rooms
- Q. Meet participation
- R. Parent/Coach Meeting