

WHAT EVERY COACH NEEDS TO KNOW

Administrative Issues

The Paperwork

Please read the insert section from CYO Sports Manual

All necessary forms available on-line @ cyocamphoward.org

Coaches

Athletes

Team

Athlete Records

Book or folder with all copies of registration forms with medical information for coach

Attendance

Announcements/ General Information

How to distribute information

Email list

Team Phone Tree

Team web site

Ribbons/ awards

When to distribute

Varies between teams

Some during the season, some at end of season

Volunteers - These are critical people, treat them like gold.

- o Begin early to recruit and continue recruiting all year, throughout all seasons

- o Be aware of volunteer's children's school grade. Anticipate turnover.

Swim meet volunteers

Review job descriptions

Timers (6-12, one Head Timer w/experience), Runners (1-3) Stroke & Turn Judges (2), Bull Pen (3-5), Scorers Table ((2), Ribbons (1-2), Heat Winner (1), Pool monitors (4), Bathroom monitor (2), Starter, Clerk of Course (announcer/upcoming events board)

Key Team Volunteers

Administrator / Team Parent

As important to the team as a coach

This person should not be a coach

Computer T/M and M/M person

Covered earlier, don't forget how important this is to the team and coach

Stroke and Turn Judges

Each team is required to have 2

These volunteer positions require specific training offered by CYO

- o Stroke & Turn Judge clinic, This is a 1 1/2 hour class that covers the rules governing the four basic competitive strokes, turns, starts, and relays for the CYO Swim Program.
- o Training is offered in the beginning of the season
 - o Training must be renewed every two years

Specific Coaches Training /Certifications

o ASEP - This is a program given by the CYO Office which covers basic coaching principles.

This is a mandatory course for all coaches and must be taken in the first year as a coach, and prior to the Championship meets.

o Stroke & Turn Judge

All coaches must take this class every two years

o Call to Protect- Given by CYO Office. Mandatory. One time only

o Concussion training video and sign-off

Swim Practice Considerations

Safety Monitors

o Some of the younger swimmers will need additional encouragement and supervision. Additional parent Safety Monitors are highly recommended

o Polli aids, same as Safety Monitors but specifically for the Polli swim group

CYO Meetings. (Calendar posted on cyocamphoward.org web site)

o Swim Commission

o Generally held every other month and at start and end of the swim season

o All coaches are permitted, and encouraged, to attend Swim Commission meetings

o Commission members are required to attend or send a representative to all meetings

o Swim Coaches Meetings - Mandatory

o Generally held once every other month and at the start and end of the season

o Head coach should attend, if unable, a replacement (preferably a coach) representative must be sent

Hy-Tek Info

Check out web site @ hy-tek ltd.com

Team Manager

Purchase considerations

- o State affiliation with CYO-Portland for discount
- o The Ribbons and Labels option has been very popular with CYO teams

Transfer methods for meets and team roster

Send as backup files, not text files

See Hy-Tek web site and included instructions with software

Help files are very good

Hy-Tek is excellent in responding to emails on problems with the program

Typical uses

“Team Roster, Contact List”

On-line submission of meet entries

On-line results for all CYO swimmers for entry strategies

Athlete performance reports

Optional Ribbon Label feature

Basic input conventions

(See appendix for list of conventions)

Meet Manager

The software is provided at no charge

Installation of new software available at MM/TM clinic yearly at the beginning of the Swim season

Typical uses

o Runs all regular and Championship meets

o Regular season meets results shared by all teams for advance entry planning

o Program generated Reward labels sorted by user preference

o Entry labels for Event Cards for swimmers

Season Evaluation

o Season Team/Coach/Swim Program evaluations will be handed out to parents and participants at the Championship Meets

Forms will be given out at the doors upon entry and collected at the exits

o Additional evaluations are encouraged during the season

o CYO Office Season-end Coaches Meeting

Recap of evaluations

Review of Season

“Good, bad -opportunities/strategies”

Next year calendar

Next year CYO Sports Manual revision needs discussion

Misc. Info Catholic publications

“Write a story, report something positive about swimming or a swimmer”

Catholic Sentinel

CYO Gazette

SWIM MEET DUTIES FOR THE TEAM

Coaches

- o Entries
 - o Due the Wednesday prior to the meet (regular season meets) to the CYO Office in TM format (export for MM)
 - o Order of Events
 - See Order of Events in this manual
- o Check in
 - o Be available at least 15 minutes before pool time
 - o MM will generate Athlete Check-in reports if requested
 - o Have athlete phone numbers available and a cell phone
- o Warm up
 - o Head coach should ensure Safety Marshals are in place before swimmers enter water
 - o Coach present and attentive during warm-ups
- o Discipline
 - o Determine where team will sit and who will supervise and organize
- o Check feasibility of assigning an older swimmer to “mentor” new swimmers
- o Assisting the hosting team(s)
 - o 2 Stroke and Turn Judges should be available for each meet
 - o Ask hosting team if help is needed
- o Clean up
 - o Have a process and person designated to review athlete area for cleanliness
 - o No food should be available on the pool deck
 - o At the end of the meet, Head Coach or designated person should be sure facility is clean

Athletes

- o If you are not able to attend the meet, the coach must know ASAP”
- o Arrive on time
 - o Athletes and parents should arrive 15 minutes before pool entry time
 - o Pool entry time is not meet start time
 - o Check in- All athletes should report immediately upon arrival to their coach
- o Encourage athletes to physically and mentally prepare for a meet to have the most fun
 - o Get a good nights sleep the night before, sleep overs normally conflict with a good nights sleep!”

- o Physical and mental preparation - continuation
 - o Eat healthy at the meet and the day before the meet
- o “No glass, or food on deck.”
- o Stay available to the coach
 - o “Stay where you can be seen by your coach”
 - o “If you leave the assigned team area, let the coach know”
 - o Bathroom visits should be short, avoid long, long, long showers
- o Ask questions early
- o If you are not feeling well, let the coach know when you check in

CHAMPIONSHIP MEETS

Special considerations for Finals - Polli and Cub/Cadet

Swimmers must have participated in two meets during the regular season to score.

Planning meeting

Held in January just prior to Championship meets

Team entries

- o Timing of athlete entries via Team Manager to CYO Office
- o Volunteer assignments (with names from teams)
 - o Volunteers involved in the running of the meet should have regular season meet experience
 - o Rough rule: Volunteers will be needed from each team equal to 1/3 the number of participants in the meet.

Warm-up times will be assigned by lane.

Hospitality Room available for coaches, volunteers

General Layout of meet

Participant and coach versus spectator seating areas

MHCC, Participants only on deck in bleachers with coaches

Bull Pen location

Flow of participants from Bull Pen to Blocks, MHCC, (clockwise)

MHCC, at exit to 50M pool

Meet Director and Referee used in Championships

These individuals are from US Swimming and have final say

General admission charge for spectators (no charge if on volunteer lists)

Clean up

Everyone needs to help, including parents, swimmers, coaches double check at end of meet with Meet Director

Advertising in Program available

Meet Programs for sale

Results posting at spectator rest room hallways (deck level)

For sale at the Championship Meet -Sweatshirts, t-shirts, etc.