

UTAH SWIMMING COACHES ASSOCIATION



Welcome to the 2021 - 22 high school swimming season.

Coaching high school swimmers is one of the most rewarding experiences you will ever have. This paper is to help you through this year.

1. Important websites

- a. Utah Swimming Coaches Association - [USCA](#)
- b. Utah High School Activities Association - [UHSAA](#)
- c. National Interscholastic Swimming Coaches Association - [NISCA](#)
- d. Register my Athlete - [Register my Athlete](#)

2. Join the various coaches' associations.

- a. **USCA (Utah Swimming Coaches Association)** - Dues are \$35.00 per school per year.

The Activities Association will bill the school at the beginning of the year.

- i. The dues are used to pay our webmaster, the Top 100 listings and the coach / athlete awards presented at the state championships.
- ii. Application and how to join are found on the [USCA website](#).
- iii. You must have the dues paid before any of your team's times will be included in the Top 100 listing. Times achieved prior to payment will not count or be listed on top 100.

- b. **NISCA - (National Interscholastic Swimming Coaches Association)** - Dues are 75.00 per year (August 1 - July 31)

- i. You will receive 5 journals throughout the year with articles and tips especially for high school by high school coaches.
- ii. All awards available at NISCA are free if you are a member - All American (Swimming, Diving, Water Polo and Academic), Scholar Team, National Dual Meet, etc.
- iii. The High School Coaches Manual is available free of charge in the members only section. This is particularly helpful to new coaches.
- iv. Several high school swimming team handbooks are also available to help you in making one for your team.
- v. A chat room where you can ask questions or present problems you are having and receive input from other coaches around the nation.

- c. **ASCA (American Swimming Coaches Association)** - Dues are \$88.00 per year.

- i. A source of information and help for all levels of swimming.
- ii. The World Swim Coaches Clinic each year fall the week following Labor Day.
- iii. If you plan on coaching for a long time - there is a lifetime membership available.
- iv. You can join NISCA and ASCA together and save \$5.00 if you join through NISCA.

3. **National Federation Swimming Rules** - There is a test on the swimming rules that each head coach needs to take every year. Failure to do so involves a fine.



- a. The coaches test is available on the UHSAA website (uhsaa.org) near the end of September and needs to be completed by October 31.

4. **Assistant Coaches** - Each school district will have a set number of assistant coaches you are allowed.

- a. Assistant coaches are required to have a background check along with the **Fundamentals of Coaching, Concussion in Sports** and the **First Aid, Health and Safety for Coaches** courses from the National Federation. There is no charge for these courses. CPR certification may also be required by your district.
- b. [Register my athlete](#) - All coaches must be registered with Register My Athlete.

5. **Team Tryouts** and selection can be held on September 27, 2021.

- a. The weeks prior to tryouts can be used for stroke development, but no formal practices are to be conducted.

6. **Parents Meeting**

- a. Schedule this after your team selection and before your first meet.
- b. Topics you may want to cover are:
- i. Introduction of the coaches
 - ii. Your philosophy of the high school swimming program
 - iii. Team rules or policies
 1. Alcohol and drugs
 2. Academic standards
 3. Missed practices
 4. Conduct unbecoming a team member
 - iv. Expectation of team members regarding:
 1. Practices
 2. School
 3. Citizenship
 4. Meets
 5. Trouble at school
 - v. Qualifying for the state championships and how to earn a letter.
 - vi. Methods of communication between the coaches and parents
 1. Newsletter
 2. Team website
 3. E-mail
 4. Facebook
 5. Team socials
 6. Check out the app called [remind](#) or [groupme](#)
 - vii. Fund raising activities
 1. What the fundraiser will be
 2. How the money raised will be used
 3. Expectations from each team member

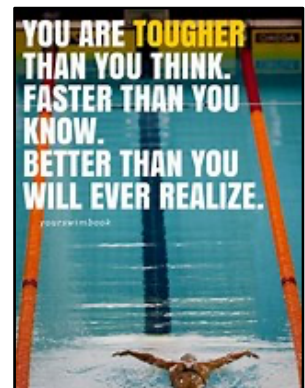


4. How and when it will be conducted
- viii. What the parents can do to ensure their child's success in the program
- ix. Explain the basics of a swim meet
 1. Difference between dual, double dual and invitationals
 2. Order of events
 3. Entry limitations
 4. Scoring
- x. Go over the schedule of meets
 1. Provide addresses of the away meets
- xi. Travel to away meets
 1. Releasing swimmers to parents after a meet
 2. Do you stop and eat or come directly home after the meet?
 3. Seating arrangement with girls and boys traveling together to meets
- xii. Location and time of officials' clinics along with other ways parents can help at meets (timers, scorers, computer operator etc.)
- xiii. Forms to be completed:
 1. Parents information sheet
 - a. Contact phone numbers
 - b. E-mail addresses
 - c. If they are willing to serve on committees and/or help with home meets
 2. Team contract
 3. Physical Exam - required each year
 4. [Register My Athlete](#)
 5. Releases for travel
- xiv. Suits, goggles, warm-ups, travel bags
- xv. Team Socials
 1. Pre-meet dinners, hikes, movie night, U of U, BYU or Dixie home swim meets, homecoming parade, awards banquet, Christmas party, pre-region and pre-state get-togethers, pasta parties etc.



7. First Meet - The first meet may be held Friday, October 29, 2021.

- a. It is good idea to hold an intra-squad meet before the season opener. This does not count as one of the meets you are allowed.
 - i. This type of meet allows you to:
 1. Give new swimmers the opportunity to see how meets are going to be conducted.
 2. Those new to competitive swimming will get that "first swim" out of the way.
 3. Check out the timing system, touch pads, starter etc.
 4. Officials will have the chance to practice officiating



- 8. Season** - The girls and boys are held concurrently with the girl's event held before the boy's event. Diving is no longer a sanctioned sport.

9. Meets - You can schedule as many as 14 meets prior to the region and state championships.

- a. Each region schedules their own intra-region dual meets with one coach being responsible. This will use 3 - 6 of the meets depending on the number of teams in the region.
- b. The remaining meets are schedule by the coaches of the respective teams. Many teams may already have a full schedule, but with e-mail; contacting coaches is not a major problem. A directory of coaches, schools, phone numbers, and e-mail addresses can be found the [Utah Swimming Coaches Association website](#).
- c. There are many "Invitational" meets conducted by teams during the season. These meets are scheduled on the weekends and are generally open to any team, but there are some that are only open to invited teams; check with the host team's coach before putting these meets on your schedule.
 - i. These meets can be found at the [UHSAA website](#) in the swimming section under sanctioned multi-team meets.
- e. Check with your athletic director before scheduling meets with teams that are more than 150 miles away.
- f. Meet entries are generally sent to the host school in advance and entries are made on [HY-Tek](#) Team Manager -
- d. Depending on the number of lanes available, time constraints and other factors; the host school may allow unlimited entries or run extra heats in some events; giving more swimmers the opportunity to compete. If you have any questions contact the Host Coach.
 - i. Your entries can be changed any time before the event is called, but by having them in advance, the host school can have unofficial heat sheets available for the spectators, errors can be found in the entries, and pretty much have the meet set up. It takes a lot of the pressure off the person who will run the Meet Manager program to have them a day in advance.
- g. If you are conducting a meet, you will need Meet Manager which is also available from [HY-Tek](#).



10. Notification letter for visiting team - It is a good idea to notify any team you have coming to your meets about a week in advance to give them information on your meet.

- a. Include the following
 - i. Warm-up time
 - ii. Meet start time
 - iii. Timeline
 - iv. When you would like the entries and where to send them
 - v. Number of lanes at your pool
 - vi. Direction to your pool
 - vii. Whether or not there will be extra heats
 - viii. Bus parking
 - ix. Any other additional help you may need at the meet, etc.

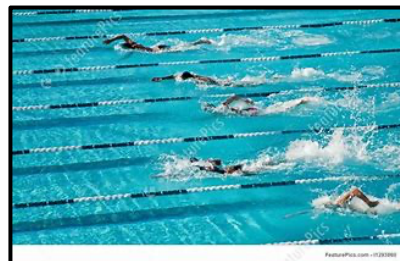
11. **Moratoriums** - These are mandatory breaks imposed by the UHSAA where there can be no practices, meeting's or meets.

- a. November 25 - 28 (Thanksgiving)
- b. December 22 - 26 (Christmas)
- c. January 1 (New Year's Day)



12. **How to conduct a meet** - *(volunteers are the key to running a successful meet)*

- a. You will need to ask for volunteers to help with your meets. You may need to issue personal invitation to get the people you need, but most parents will help if their children are involved. Some may be afraid of getting in an argument with coaches and/or making a mistake during the meet, but it only takes one meet to overcome this concern.
 - i. Be sure to thank those who volunteer their time to help
 - 1. A personal handwritten note at the end of the season will show how much you appreciate their help.
 - 2. Mention them in the meet program
 - 3. Giving them a team T-shirt is always a nice token of thanks.
 - 4. Have your swimmers (captains) thank the officials after the meet
 - 5. Anything else you can do to show your appreciation.
- b. You must have two USCA certified officials to have the times count as qualifying times for the state meet. Officials training clinics are available online in September and October.
 - i. Find some parents with a swimmer on the team and some siblings coming up in the future and ask them to take the online clinic. Veteran officials are willing to come and help these new officials if needed.
 - ii. Former swimmers still around may be willing to help you out.
 - iii. Schools now pay the officials for a swim meet. You will have to check and see how your school handles this matter.
 - iv. The cost of becoming an official is \$60.00, some schools will pay this fee.
 - v. Have your new officials attend some of your practices and point out legal and illegal strokes, turns, relay take offs, etc.
 - vi. Have the starter check the starting device to make sure it will activate the timing system.
 - vii. The touch pads should also be checked before the first race of the meet.
 - viii. Timers - You need at least 1 watch in every lane, even if you have an automatic system.
 - ix. Check with the cheerleaders to see if they would come to your home meets and serve as timers. Give them a team T-shirt as a "Thank You" gift.
 - x. Parents and former swimmers, students from the school or swimmers from an age group program can also be utilized.

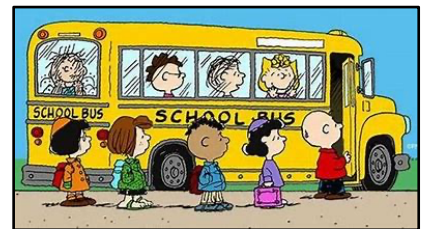


- c. **Scorer's Table** - You will probably need a minimum of two people at the scorer's table; one to operate the HY-Tek Meet Manager program and one to operate the timing console; making sure it starts with each race, swimmers touch the pads when making turns and finishing at the completion of the race.
- i. Try finding someone to run the HY-Tek Meet Manager that will be able to attend every meet and stay preferably for more than one year.
- ii. Most teams use Colorado, IST or Daktronic timing systems, but others are available.
- iii. Make sure to check out the starting device, touch pads and back up buttons before the first race. If they fail to work properly it may mean ordering new equipment or sending it back to the manufacturer for repair which can be inconvenient and /or expensive.
- iv. It is also a good idea to have one or two extra touch pads available just in case.
- v. Touch pads are generally good for 8 - 10 years if taken care of properly.
- d. Print heat sheets for the spectators. Even though changes in the seeding, it will help them follow the meet. Meet information, sponsors, special people who help with the meets etc. can also be included on the program - especially your big meets.
- e. Most teams are now having the team give a cheer directed to the opposing team(s) at the conclusion of the meet.
- f. Setting up for the meet and putting the equipment away at the conclusion may end up being your responsibility. If this is the case, give team members assignments of what they are to do, and it will make your job easier. Delegate this to your team captains to coordinate.
- g. Most coaches will have a flash drive to record the meet results on, but a hard copy is also nice to have. [Meet mobile](#) is a great App, only \$5.99 per year and it will allow you to see live results, heat sheets & other useful items.
- h. You also need to have the officials and coaches sign the results verifying that the meet was conducted according to the rules.
- i. **E-mail the meet results to Mark Gray** utahtop50@yahoo.com so they can be included in the "Top 100." You have one week to get him the results but do it as soon as possible. If you have an away meet, it's a good idea to e-mail those results to Mark just in case the host team does not.



13. Away Meets

- a. Most school districts limit how far you can travel to a meet and how far in advance you will have to get approval for overnight travel. Make sure you check with your Athletic Director as to what restrictions your district has.
- b. Provide the Athletic Director and administrators with a schedule of all your meets.



- c. For away meets provide the Athletic Director with:
 - i. The time you want to leave and where you want the bus to load the swimmers.
 - ii. The number of swimmers you will be taking
 - iii. When you expect to be back from the meet
- d. If the meet is going to require an overnight stays, check with your AD to find out what paperwork is required from the coaches, parents, and swimmers to have trip approved.
- e. Get chaperones to help with the supervision where you will be staying.
- f. Make reservation where you are going to stay as soon as possible.
 - i. It is a good idea to reserve more rooms than you think you will need. It is easier to cancel rooms than trying to get additional rooms, especially for the state championships where many teams will be staying overnight.
 - ii. Plan for how the rooms will be paid for.
 - iii. Provide them with your approximate time of arrival.
 - iv. Where you are staying will also want a list of room assignments before you arrive.
 - v. Most places offer breakfast as part of their service, check on the time this will be available
 - vi. If you are going to need a late check out, make arrangement in advance.

14. Helpful Hints

- a. Encourage your swimmers to join a USA Swimming team or competitive league where they can continue to develop their skills.
- b. **Keep your relationships with your athletes strictly professional!!!**
 - i. Do not be alone with a swimmer in a room, car, pool, etc.
 - ii. Many of your swimmers will idolize you as a coach and it is easy to interpret any type of affection you show them as more than their coach.
 - iii. If you ever have charges brought against you:
 - 1. You are guilty until proven innocent
 - 2. Your life and career will never be the same
 - iv. Do not become friends on Facebook, Twitter, or other social media. Anything you write could be seen by the parents and their interpretation of the message may be totally different than you intended.

There has been a lot of material to help you, but you may still have questions or concerns that need to be addressed. You can contact the following for help:

President - John Moran johnmoran@skaggscathloiccenter.org

Treasure - Mel Roberts swimcoach506@hotmail.com

UHSAA Swim Assistant Director – Steve Marsing steven.marsing@wasatch.edu