

Dear Coach

Welcome to the 2017-18 high school swimming season.

Coaching high school swimmers is one of the most rewarding experiences you will have. We have compiled this handout to help you through this year.



**1. Important websites**

- a. Utah Swimming Coaches Association – [utswimcoach.com](http://utswimcoach.com)
- b. Utah High School Activities Association – [uhsaa.org](http://uhsaa.org)
- c. National Interscholastic Swimming Coaches Association – [niscaonline.org](http://niscaonline.org)

**2. Join the various coaches associations**

- a. **USCA** (Utah Swimming Coaches Association) – Dues are \$25.00 per school per year.
  - i. Dues are used to pay our webmaster, the 50 and the coach / athlete awards presented at the state championships.
  - ii. Application form and where to send it are found at the U.H.S.A.A website on the Swimming Page.
  - iii. You must have the dues paid before any times will be included in the Top 50
- b. **NISCA** (National Interscholastic Swimming Coaches Association – Dues are \$50.00 (August 1 – July 31)
  - i. You will receive 6 journals per year with articles and tips especially for 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 in the members' only section. (This is particularly valuable to new coaches)
  - iv. Several high school swimming team handbooks are also available to help you make one for your team.
- c. **ASCA** (American Swimming Coaches Association) – Dues are \$70.00 per year
  - i. A source for all levels of swimming information and help. Six issues of their magazine, access to clinic talks, certification for coaches and they sponsor the World Swim Clinic each fall; this year's will be in Ft. Lauderdale and next year's will be in Washington D.C.
  - ii. You can joint NISCA and ASCA together and save \$5.00.

**3. National Federation Swimming Rules** – There is a Swimming Rules Clinic and quiz that each head coach must view and take every year. Failure to do so involves a fine.

- a. The clinic and quiz will be available on the UHSAA website after September 28, and needs to be completed by October 30.

**4. Assistant Coaches** – Each school district will have the number of assistant coaches you are allowed.

- a. They are required to take a background check along with the Fundamentals of Coaching and 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. All coaches must register through RegisterMyCoach. Go to the UHSAA website to find the link to register. All coaches and volunteers must register through RegisterMyCoach.
5. **Team Tryouts** and selection are on October 2, 2017.
- a. The three weeks prior to tryouts can be used for stroke development, but no formal practices are to be conducted.

6. **Parents Meeting**

- a. Schedule this between team selections and your first meet.
- b. Topics to cover include:
  - i. Introduction of the coaches
  - ii. Your philosophy of the swimming program
  - iii. Team rules or policies
    - 1. Alcohol and drugs
    - 2. Academic standards
    - 3. Missed practices
  - iv. Expectations of swimmers regarding
    - 1. Practices
    - 2. School
    - 3. Citizenship
    - 4. Meets
    - 5. Trouble at the school, (fighting, sluffing, excessive tardiness or absences)
  - v. Qualifying for State and how to letter
  - vi. Methods of communication between coach and parents
    - 1. Newsletter
    - 2. Team Website
    - 3. E-mail
    - 4. Facebook
    - 5. Check out the app called "remind." Coach Chris Horne of Kearns highly recommends this method.
    - 6. Team socials
  - vii. Fund raising activities
    - 1. What the fundraiser will be
    - 2. Where the money raised will go
    - 3. Expectations from each swimmer
    - 4. How it will be conducted
  - viii. What the parents can do to help insure success to the program
  - ix. Go over the schedule of meets



1. Provide directions to the away meets
- x. Travel to away meets
  1. Releasing students to parents after a meet
  2. Do you stop and eat or come directly home after the meet
  3. Seating arrangement with the girls and boys traveling together to meets
- xi. Officials clinics and other ways parent can help at meets
  
- xii. Forms to be completed
  1. Information sheet
    - a. Parents
      - 1) Phone number
      - 2) E-mail address
      - 3) If they are willing to serve on committees and/or help with meets
      - 4) Special talents or areas of expertize they have
    2. Team Contract
    3. Physical Exam – required each year
    4. Register My Athlete – UHSAA website
    5. Releases for travel
  - xiii. Suits, goggles, warm-ups, travel bags etc.
    1. When to order and where to get them if the school doesn't provide them
  - xiv. Team Socials
    1. Pre-meet dinners, hikes, movie night, U of U or BYU home swim meets, homecoming parade, awards banquet, Christmas party, pre-region and pre-state get together etc.

7. **The first meet** may be held Friday, November 3<sup>th</sup>

- a. You may want to hold an intra-squad meet before the season opener. This does not count as one of the 14 meets you allowed.
  - i. This type of meet allows you to:
    1. Give new swimmers the opportunity to see how the meets are going to be conducted
    2. Check out the timing system, touch pads, starter etc.
    3. Officials will have the chance to practice

8. **Season** – The girls and boys seasons are held concurrently. 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 – 5 of those meets depending on the number of teams in the region.
  - b. The remaining meets are scheduled by the coaches of the respective teams. Many teams may already have a full schedule, but with e-mail, contacting coaches is not really a problem. A directory of coaches, schools, phone and e-mail addresses can be found at the Utah Swimming Coaches Association website; [utswimcoach.com](http://utswimcoach.com)
  - c. There are several “Invitational” swimming meets during the season. These meets are scheduled on the weekends and are generally open to any team, but there are a few that are open to the teams invited.
    - i. These meets can be found at the Utah High School Activities Association website in the swimming section under sanctioned multi-team meets
  - d. Depending on the number of lanes available, time constraints and other factors; the host school may allow unlimited entries or run extra heats of certain events; giving more swimmer the opportunity to compete.
  - e. Meet entries are generally sent to the host school a day or two in advance and entries are made on HY-Tek Team Manager.
    - 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 and have the heats pretty much ready for the meet. It takes a lot of pressure off the person who will be running the Meet Manager program to have them early.

10. **Letter for the host team** – It is a good idea to notify any team you are hosting for a meet at your pool about a week in advance to give them information on your meet.
- a. Include; warm-up time, meet start time, when you would like to have the entries for the meet, # of lanes your pool has, directions to your pool, whether there will be extra heats, parking, any 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, meetings, or meets.
- a. November 23 – 26 (Thanksgiving)
  - b. December 22 – 26 (Christmas)
  - c. January 1 (New Year's)



**12. How to run 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 invitations to get the people you need, but most parents will help out if their children are involved. Many are afraid of being yelled at the coaches and/or making a mistake during the meet, but it only takes one meet to overcome this fear
  - i. Be sure to thank those who volunteer their time to help

1. A personal handwritten note at the conclusion of the season will show how much you appreciate them
  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 a meet.
  5. Anything else you can do to show your appreciation will be appreciated.
- b. You must have two USCA certified officials to have the times count as qualifying times. All Training Clinics will be held on line beginning on September 28. You may view the clinics by going to the UHSAA website.

i. Find some parents with a swimmer on the team and some siblings coming up and have them attend the clinic. Veteran officials are willing to come and help these new officials if needed

ii. Some schools pay the officials for a swim meet. You will have to check and see how your school handles this.

iii. Former high school swimmers still around are generally willing to help you out.

iv. Have your new officials attend some of your practices and then show them the correct way to do strokes, turns and starts as well as those that could get a swimmer disqualified

v. Have the starter check the starting device to make sure it will trigger the timing system. The touch pads should also be checked before the first race of the meet.

- c. Timers – You need at least 1 in every lane, even if you an automatic timing system
- i. 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
  - ii. Parents, former swimmers, students from the school or swimmers from your age group program can also be utilized
- d. You will probably need two people at the scorer’s table. One to operate the Hy-Tek Meet Manager program and one that will 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 event.

i. Learning how to run the HY-Tek program and timing console will take some time, so try to get people who will be able to attend every meet and 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 touch pads, starter system and back up buttons before your first meet. If they are not working properly, it may mean ordering new equipment or sending it back to the manufacturer for repair

iv. It is a good idea to have one or two extra touch pads just in case



- e. Print programs of heat sheets for the spectators. Even though changes in the heats will be made, it help them follow the meet.
- f. Many teams are now making arrangements for the team involved to line up and shake hands after the meets.
- g. 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.
- h. Most coaches will have a flash drive to record the meet results on, but a hard copy is also nice to have.
- i. You will also need to get the officials and coaches to sign the results on a separate piece of paper verifying that the meet was conducted according to the rules.
- j. **E-mail the meet results to Mark Gray (utahtop50@yahoo.com)** so they can be included in the “Top 50.” You have two weeks to get him the results. If you have an away meet, it’s a good idea to send 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 the Athletic Director as to what restrictions your school has
- b. Provide the Athletic Director with a schedule of all your meets.
- c. For away meets provide the AD 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 stay, check with your AD to find out what paper work is required of the coaches and students to have a trip approved.
- e. Get chaperones to help with the supervision where you will be staying.
- f. Make reservations at the place you are going to stay as soon as possible.
  - i. It is a good idea to reserve more rooms that you think you will need. It is easier to cancel rooms that trying to get additional rooms, especially for the state championships.
  - ii. Make arrangements for how the rooms will be paid for.
  - iii. Provide your approximate time of arrival.
  - iv. They will also want a list of room assignments before you arrive.



- v. Many places offer a breakfast as part of the deal, check on the time this service 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. **Avoid any kind of romantic relationship with your athletes.**
  - 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 just a friendly hug.
  - iii. If charges are ever brought against you:
    - 1. You are guilty until proven innocent
    - 2. Your life and career will never be the same.
- c. 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.

We have covered a lot of material in an effort to help you, but you may still have questions or concerns that need to be addressed. You can contact any member of the presidency for help:

President – John Moran (Juan Diego High)      [johnmoran@skaggscathloiccenter.org](mailto:johnmoran@skaggscathloiccenter.org)

Treasure – Mel Roberts (Tooele High)      [swimcoach506@hotmail.com](mailto:swimcoach506@hotmail.com)