

Cobb Swim Coaches Association



**Association By-laws
and
Coaches Handbook**
(Updated April 5th, 2023)

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Cobb Swim Coaches Association

By-laws

- 1) **The purpose** of the Cobb Swim Coaches Association (CSCA) is to promote swimming and diving as a sport, enhance the visibility of the swimmers and divers on the high school teams in Cobb County and to recognize the efforts of the swimmers, divers, parents, and coaches in the various school programs.
 - 2) **Membership** in the CSCA is granted to each member of the swim and dive coaching staff of every high school in Cobb County, with the primary (voting) member being the Head Coach of each school.
 - 3) CSCA currently includes the coaching staffs of the following schools:
 - I) Allatoona High School
 - II) Campbell High School
 - III) Harrison High School
 - IV) Hillgrove High School
 - V) Kell High School
 - VI) Kennesaw Mountain High School
 - VII) Lassiter High School
 - VIII) Marietta High School
 - IX) McEachern High School
 - X) Mount Bethel Christian School
 - XI) Mount Paran Christian School
 - XII) North Cobb Christian School
 - XIII) North Cobb High School
 - XIV) Pebblebrook High School
 - XV) Pope High School
 - XVI) South Cobb High School
 - XVII) Sprayberry High School
 - XVIII) The Walker School
 - XIX) Walton High School
 - XX) Wheeler High School
 - XXI) Whitefield Academy
 - 4) Members of the CSCA pay no membership fees.
 - 5) **Three levels of membership** are recognized:
 - a) **Active Membership:** Granted only to the head coach of each high school and requires the coach and represented school to participate in all Association activities, meets, etc.
 - b) **Associate Membership:** Granted to those coaches who are not interested in participating in Association activities, assistant coaches, former high school coaches who wish to continue their association with the CSCA, or outside coaches who wish to participate in CSCA activities.
 - c) **Affiliate Membership:** granted to those outside individuals who are interested in developing an affiliation with the CSCA.
- To be granted Associate Membership or Affiliate Membership, an individual must be nominated for membership by an active member and must receive a majority vote from the active members.
- 6) The CSCA accomplishes its goals through several means:
 - a) Cobb Time Trials and Cobb Relays

- The primary fund-raiser for the CSCA
 - Participation required for Active Membership
 - special accommodations may be made for those teams who are unable to compete due to limited team size
 - b) CSCA Division Meets
 - Member schools will be divided into competition (central, east, west, or strength of program) or combination thereof
 - Strength of program formula requires winners and last place (combined Team scores) Teams to rotate between divisions as deemed appropriate
 - Active Membership required to participate
 - c) CSCA Cobb Championships
 - Active Membership required to participate
 - d) CSCA All-County Teams
 - Teams will be calculated based on NISCA point formula, per athlete
 - Active Membership required to vote athletes and coaches of the year
 - e) Promoting media coverage of member teams, individual swimmers, divers, coaches, and Association activities.
 - Available to Active members and Associate members
- 7) Members elect a six officer executive committee to manage the operation of the Association during the Fall meeting each year, however a special election may occur as deemed necessary by the Association:

President

- CCSD liaison
- Cobb Parks (aquatic centers) liaison
- Oversees Diving
- Coordinates with Diving Coaches
- Sanctions County Championships with USA Swimming
- Coordinates the Annual CSCA Swim and Dive Awards Ceremony
- Orders Trophies and Awards
- Schedules Fall and Spring Association meetings; or as necessary

Vice President - Meet Coordinator (CSCA Meets only)

- Website Administrator: www.cobbswimdive.org
- Cobb Parks (aquatic centers) liaison
- Meet set-up, information, and coordination (posted to website)
- Meet entries
- Meet files (psych sheet, heat sheet, etc., posted to website)
- Meet Results (posted to website)
- Hy-Tek software trainer

Vice President - Meet Logistics (CSCA Meets only)

- Team volunteer/worker assignments
- Team warm-up schedule
- Schedules hospitality
- Walk-out music, CSCA Championships
- CSCA Scholarship coordinator
- Assists the President when needed

Treasurer

- Collects Team entry fees (CSCA Meets only)
- Pays facilities (CSCA Meets only)
- Pays Officials/Referees (CSCA Meets only)
- Pays Diving Coaches
- Pays computer and timing operators (CSCA Meets only)
- Presents an annual budget for approval by the Association; Fall and/or Spring meetings
- Files annual taxes
- Maintains 501(c)3 status; W9
- Maintains annual registration and certificate of incorporation with the Secretary of State for Georgia

Secretary

- Coordinates CSCA Executive Committee communications with the Association
- Coordinates Meet schedule at the Association Spring meeting; finalizes at the Fall meeting
- Collects ballots for all voting

At-Large

- Coordinates technology, live streaming, of CSCA Championships
- Calculates All-County Teams via NISCA formula
- Co-coordinates the Annual Swim and Dive Award Ceremony with the President

The Executive Committee will meet once a month during between October and February while the season is in session and all business (financial transactions, upcoming events, concerns) will be discussed. Additional meetings will be called for, as necessary, by the President.

- All business will be discussed and voted upon by the 6 member Executive Council. All information and directions for the meets hosted will be finalized by the Executive Council at the beginning of each season, or as required.

Finances:

- Financial statements will be available upon request of CSCA members and updated monthly. Receipts of payment will be given to each team, when requested.
- All expenses will be paid to facilities the day of, or within 48 hours of receiving an invoice. The payment will come from the CSCA checking account.

- 8) **Membership in the CSCA may be revoked** for members who engage in immoral or unprofessional behavior – actions by any coach deemed to be detrimental to the Association or the swimming community in general can be cause for a Petition for Revocation of Membership.
- a) Any Active Member may file a Petition to Revoke the membership of another member.
 - a Petition for Revocation of membership may be made by submitting a written letter to the President of the Association citing the reasons for the petition.

- if the petitioner is the President of the Association, the petition will be made to a Co-Vice Presidents of the Association.
- if the petition is being made to revoke the membership of the President of the Association, the petition will be made to the Co-Vice Presidents of the Association.
- the petition should include an in-depth description of the immoral/unprofessional behavior leading to the request for revocation of membership.
- the President of the Association (or Co-Vice Presidents if applicable) will present the accused coach with a transposed copy of the petition within one work week (5 work days) – this transposed copy will not include the name of the petitioner.
- the accused coach will have one calendar week (7 days) to respond in writing to the petition.
- within 14 days of the initial petition for revocation, the President (or Co-Vice Presidents if applicable) of the Association will provide the remaining voting members (minus the petitioner and the accused coach) with a secret ballot.
- The ballot will include the transposed copy of the petition and a transposed copy of the accused coach’s rebuttal (if submitted).
- The ballot will allow for voting members to vote for:
 - Revocation of Membership
 - Reprimand
 - Acquittal
 - Voting members may not abstain from the vote
- Revocation of membership will occur if a majority (51% or greater) voting members cast votes to revoke.
- A Reprimand will be issued if a majority of votes are cast for neither Revocation nor Acquittal, but the combined votes for revocation and reprimand are more than 51% - or - if most votes (51% or greater) are cast for reprimand.
- Acquittal will occur if a majority of votes are cast for Acquittal
- Notification of revocation of membership or reprimand will be forwarded in writing to the county athletics office no later than 5 working days after the vote has been tallied.

Cobb County Diving Practice Coach

(Submitted to and approved by GHSA)

Diving is not a separate high school sport in the state of Georgia. Diving comprises only two of 24 events in a high school meet. The head swim coach of each high school is ultimately responsible for all swimmers and divers representing his/her school. Since most swim coaches are not familiar enough with diving to provide an adequate level of coaching for their own divers, the Cobb County Board of Education has approved the hiring of a diving practice coach. This ensures that divers are provided with a qualified diving coach. The Cobb County Diving Practice Coach is not a head coach but serves in the capacity as assistant to the head swimming coach of each high school in the county.

The diving practice coach will have a background in diving and will be either a certified employee of the Cobb County Board of Education or a qualified community coach who has completed the coursework and paperwork to be certified as a community coach through the state of Georgia.

All diving practices will be monitored by at least one **head swim coach**. *If a head swim coach is not present, the diving practice cannot proceed.* The head swim coach who is monitoring a diving practice will observe the diving practice and be responsible for ensuring that the diving practice remains safe and that no violations of Cobb County or GHSA policy are occurring. The coach who is monitoring the diving practice is not responsible for "coaching" divers. He/she must be able to observe the diving practices - this may be while coaching his/her own swim team.

If there is a high school team practicing in the facility during diving practice, the coach of that team will be responsible for monitoring diving practice during the time he/she is having swim practice.

A monitoring schedule will be developed for those diving practices that occur when there is not a high school swim team practicing in the facility during diving practice, or for when the coach of the team that is practicing during diving practice does not have any non-year-round divers.

The diving practice coach will report to the Head of Athletics for Cobb County through the President of the Cobb Swim Coaches Association.

Diving Practice Coach's responsibilities to the Head Swim Coaches:

- 1) Determine the maximum number of divers that can attend each practice - this information will be used to determine how many non-year-round divers each school can keep on their team.
- 2) Assist with the "tryout and cut" process for each head swim coach.
- 3) Keep attendance records of each practice - these records will be submitted to each head coach when requested.
- 4) Maintain copies of all records, including a copy of physical forms for each diver.

- 5) Determine which dives each diver is capable of completing and assist each head coach in filling out the dive sheet for upcoming meets (the head coach is responsible for completing the sheet and entering divers in the meet).
- 6) Establish a schedule for divers to attend practices (based on the available times provided by the Central and West Aquatic Centers).
- 7) Attend diving meets when possible - to be coordinated with the head swim coaches

Head Swim Coaches responsibilities to the Diving Practice Coach:

- 1) Provide the Diving Practice Coach with an accurate roster of divers at the beginning of the season.
- 2) Provide a copy of physical forms for each diver to the diving practice coach prior to the first session of diving.
- 3) Attend a "tryout" to help the Diving Practice Coach to help determine the appropriate placement for each diver.
- 4) Complete diving sheets and enter divers in meets.
- 5) Communicate at least weekly with the diving practice coach about the progress of his/her divers.
- 6) Monitor diving practices as established by the rotating schedule.
- 7) Coordinate with diving practice coach to attend diving meets as needed.

Coaches Handbook

The following handbook provides general guidelines, which may be used by the member coaches of the Cobb Swim Coaches Association when organizing their teams for the season. The information in this handbook might be especially helpful to new coaches. The guidelines contained in this handbook are by no means binding. The officers and members of the Cobb Swim Coaches Association have no intention of dictating how individual coaches should coach their team.

Timeline:

August (beginning of the school year)

- hold first team meeting to determine interest among the students.
- Begin calling coaches to schedule meets.
- Begin holding weight-training program with those swimmers and divers who are not participating in year-round swimming programs or Fall Sports.

September

- Attend meeting with head of Athletics for Cobb County (CSCA Meeting held in conjunction with this meeting) – this meeting is used to schedule practice times and meet dates in the county facilities.
- Attend the Georgia High School Swim Coaches Association Meeting – this meeting is used to schedule meets with other schools.
- Submit preliminary eligibility report to the GHSA for all those who are planning to try out for the swim and dive team.

October

- Take the GHSA Swimming rules clinic – you will be **fined \$100** if you fail to attend this meeting.
- Conditioning – the GHSA allows you to begin conditioning one week before you have try-outs (weight-training is allowed year-round).
- Try-outs/begin practices.
- Submit final eligibility report to include any athletes who were not on your preliminary list.
- Submit a copy of your final meet schedule to your school's Athletic Director.
- Contact [GHSA MIS](#) to make sure your log-in there is up to date (don't wait until you need to submit a state qualifying time to check it out) You may need to check with your AD for access.

November

- First Meet.
- Begin submitting State Qualifying times on [GHSA MIS](#) for verification (remember, you have one week after the qualifying swim to submit it).
- Begin submitting qualifying dive sheets verification [same site above] (you have one week after the qualifying meet to submit form).

January

- Re-check eligibility after semester grades are completed to ensure all athletes are still eligible to participate.
- County Championships.
- Prep your entry form for the State Championships on [GHSA MIS](#).
- Remember to submit your entries for the State Championships by the deadline (usually 10 days before the meet).

- Remember to submit State diving forms to [Dive Meets](#) (for any diver who qualifies for the State Championships) by the deadline (usually a few days prior to the meet).

Recommended Associations & Affiliations:

CSCA (Cobb Swim Coaches Association) – website: www.cobbswimdive.org

The Cobb County Swim Coaches' Association is comprised of the head swimming and diving coaches of all high schools in Cobb County (Atlanta) Georgia. The purpose of this organization is to promote high school swimming and diving to increase the visibility of the student athletes representing the member schools - all Cobb County High School swim and dive coaches are granted membership as addressed above.

GHSSCA (Georgia High School Swim Coaches Association)–website: [GHSSCA](#)

The Georgia High School Swimming Coaches Association was established to foster and promote High School swimming and diving not only in Georgia but also throughout the country.

NISCA (National Interscholastic Swim Coaches Association)

Website: www.niscaonline.net

Represents coaches at schools of all levels – members can submit their swimmers/teams for several recognitions, including All-American Swimming, All-American Diving and Academic All-American.

NFHS (National Federation of High School Associations) - determines the rules to be used in high school swimming, diving, and water polo and publishes them in a new rule book every year. If you do not have one of these rule books, you should contact your athletic director immediately and have him order you one.

Membership in the NFHS Coaches Association gives you several benefits, including the ability to make recommendations for rule changes and \$1,000,000 in liability insurance.

Booster Clubs:

Since swimming and diving are considered “minor” sports in schools, they typically receive little or no financial support from the administration. Some coaches are fortunate enough to get enough money to fund their season from their administrations, but most teams have to rely on the support of their booster club to fund their season. Each school has its own policies on booster clubs – some schools have a single booster club for all athletics, while others have a booster club for each sport. If your school has a single booster club for all athletic teams, you should talk to your athletic director to find out how to procure the necessary funding for your season. If you have your own “swim and dive booster club,” you have a little more leeway on how to manage things. It is important to remember that the booster club is there to support the swim team and to meet your requirements. Though the booster club has elected officials, you should provide direction for the booster club, require them to obtain your approval for any activity they hold and should attend every meeting (most schools require that the head coach attend every booster meeting). Remember, as the head coach, you will be held responsible for anything the booster club does while representing your team and the school.

Try-outs/Cuts:

Tryouts are your first chance to see your new swimmers in the water and to see how your returning swimmers have improved since the end of the last season. There is no correct method for try-outs, but it is recommended that you hold some form of organized try-out at the beginning of your season. If you choose not to “cut” anyone from the team after your try-outs, it still provides the psychological benefit of having the swimmers feel that they “made” the team. This gives them a sense of accomplishment and you will find that

they work a lot harder for you at the beginning of the season. *Remember you can not conduct tryouts nor cut anyone until the first practice date set by the GHSA.*

Integrating USA Athletes into your Team:

Some schools have a very large number of year-round swimmers and divers who want to participate in the high school program, while other schools have very few to worry about. Integrating year-round athletes into the high school team can create a lot of heartache for some coaches, and there is no single “right answer” as to how accomplish this. Those athletes who are participating in a year-round program have two allegiances: their school (and friends) and their year-round program, for which some of them have been participating many years. Both programs offer them something. The high school program allows them to represent their school in competition - receiving recognition by their peers, teachers, and the limited media coverage afforded high school swimming and diving (local year-round programs receive little if any coverage at all). The year-round program offers them the chance to compete on a national (and often international) level, as well as the chance to qualify for national teams and often the Olympic Trials.

The important thing to keep in mind when you are making your decisions on how to integrate USA athletes is that we are all in the business of coaching for the benefit of the swimmers and divers who have been entrusted to us by their parents and the school’s administration. We are not in the coaching business for personal glory. Ask yourself “is this in the best interest of the athlete” when making your policies/regulations.

Having your year-round athletes attend practice makes sense for many reasons. You get to know them (and their individual abilities) much better when you get to watch them swim or dive and they can be a source of leadership and inspiration for the non-USA athletes. A lot of coaches claim that having the USA athletes attend practice is a good way to build team cohesion. Truthfully, though, if they are practicing, how much time are they going to spend talking with each other. If your goal for having them attend is for cohesion, you should schedule “team activities” other than practice where they will have a chance to talk with each other and spend time getting to know each other. Truthfully, the best cohesion building is done on the team bus on the way to and from meets. You can also schedule a “team outing” or “team-building retreat.” You will find that your upperclassmen will often schedule “unofficial” team outings.

Some factors to consider when making your practice/meet attendance decisions for USA Swimmers:

- 1) What is in the best interest of the athletes? Keep this first and foremost in mind.
- 2) How many lanes do you have available at practice and how many non-USA swimmers do you already have attending practice? If you have only three lanes and 25 non-USA swimmers, you really don’t have room for many more swimmers.
- 3) How many practices a week are the USA swimmers attending with their club? Many USA swimmers only practice three times a week – it isn’t fair for a swimmer to have less practices than the non-USA swimmers, just because he/she is on a year-round club.
- 4) Where are the USA Swimmers in their training cycle? The USA season does not match the high school season exactly and USA swimmers are often at a different stage of their training than the high-school-only swimmers. If you are at the beginning of the season, there is no way the non-USA swimmers can possibly keep up with them and it can be disheartening for them to see someone else come

into the pool and finish a 500 yd warm-up before they have gone 200 yards. If it is close to a big competition, such as the USA state meet, Senior Regions or US Nationals they are probably beginning to taper or even resting. You will not begin this in your practices until late in the high school season and forcing them to attend one of your practices, where you are still training hard, might hinder their training.

Developing a good relationship with the local USA coaches is a key ingredient to success as a high school coach. Though there are some USA coaches who are negative about high school swimming and diving, most of them will work with you if you are willing to work with them. If your relationship with them is adversarial, you may find them encouraging their athletes not to compete for the high school program. This can be detrimental to your school's program in the long run, as well as creating a negative impression of "high school swimming and diving." In the end, the one who really gets hurt is the athlete, since they might be forced to choose between USA and high school swimming and diving, depriving them of the opportunities that participation in both provides them.

Team Manual:

It is highly recommended that you put together a team manual prior to the beginning of the season. This manual should include everything a swimmer and his/her parents should know about your program. Having a team manual will prevent a lot of heartache later, such as when you have to discipline a team member or have a parent question why their child did not letter. Make sure to include your lettering requirements in the handbook. A sample team manual is included with this handbook.

Swim Meets:

- 1) **Dual/Tri/Quad Meets:** These are your classic "school against school" meets. This type of meet is the kind where two, three or four teams swim head-to-head and each team tries to win by outscoring the other team(s). Points are scored as determined by the Host Team, but follows a NFHS standard. Usually there are several heats of each event, with (the fastest) heats (Varsity) scoring points. The other heats are generally considered Junior Varsity or exhibition. This is why it is crucial to calculate seed times for each swimmer and relay in order to place them as close as possible to their respective competition. Divers do not need seed times.
- 2) **Invitationals:** These meets are much larger and much more competitive meets. Often there will be 6 or more teams competing (similar to "tournaments" in other sports). Some of these meets have very strict qualifying times which a swimmer must meet prior to being allowed to swim in the meet. You are usually required to pay an entry fee for every swimmer or an entry fee for each event they are entered in. The events in these meets are also broken down into heats, but instead of only one or two heats being designated a "scoring" heat, everyone who swims could potentially score points. In these meets, the swimmers in an event are swimming against all other swimmers in all heats of that event.

When diving is included in an invitational meet, it is usually done at a different time. You will find that most invitationals have diving on Friday night and Swimming on Saturday. Since most swimming coaches have little or no experience with divers, they have no clue how to enter a diver in a meet or fill out the diving sheet. Your returning divers will usually know how to

complete these forms themselves and will be able to help out the younger swimmers. The best source for information on how to fill out these forms is the official swimming & diving rule book put out by the [National Federation of State High School Associations](#). You should receive one of these from your athletic director before the season starts. If you do not have one, you should arrange for your athletic director to get one immediately. You will also find that the other coaches will help you out with this and, if you have any lingering questions, the meet officials will also help.

- 3) **Relay Meets:** These meets are usually done at the beginning of the season (the CSCA Cobb Relays is an example). These meets allow the coaches to swim more of their athletes in events and to explore the depth they have in each stroke. They are typically more of a “fun/kick-off” type meet, but can still get very competitive. There are no individual events, only relays. Most of the events are “invented” only for this type of meet and only three of them (200yd freestyle relay, 400 yd freestyle relay, 200yd medley relay) will count toward qualifying for the State Championships.

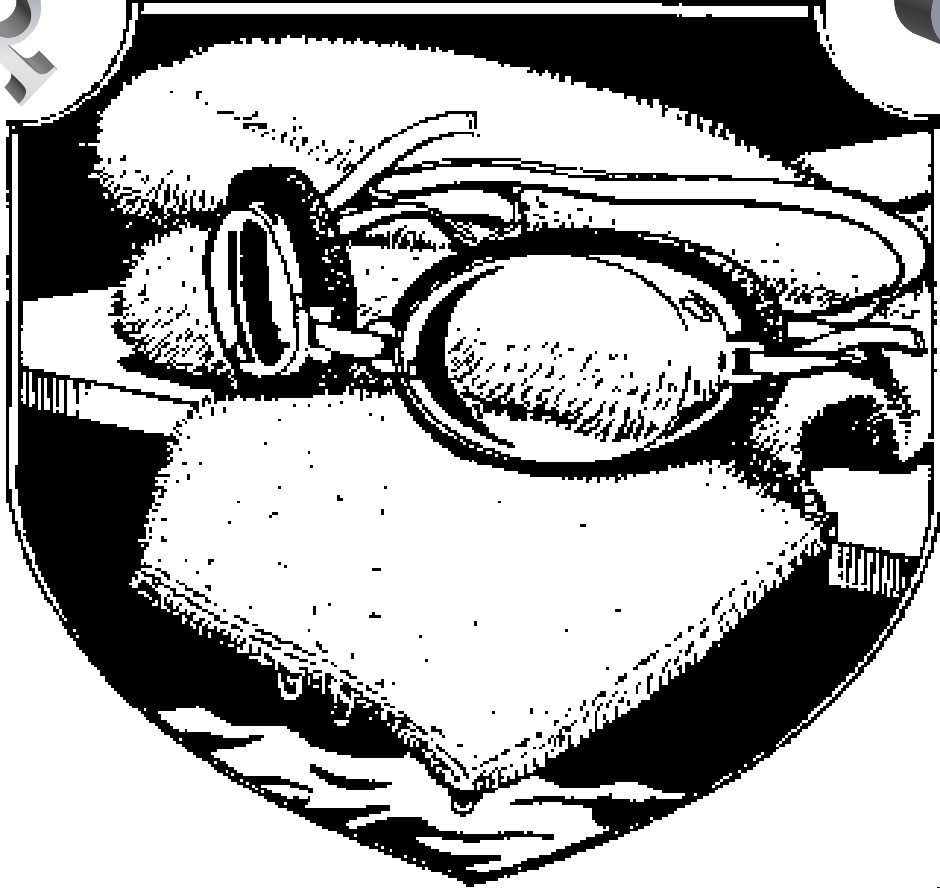
Etiquette:

- 1) Get your entries in on time. This will help prevent those late night calls from the coaches running the meet.
- 2) If you are asked to help defray the cost of the facility you are competing in, do so. Remember, since few schools have a pool of their own, we are all forced to rent a pool for meets. It’s always nice to ask if your team can help, even if the hosting coach hasn’t mentioned it beforehand.
- 3) If you don’t know how to get somewhere or how long the trip will take, call and ask. Better early than late.
- 4) You are ultimately responsible for your athletes. Make sure they understand that they represent their school and community. Keep them where they need to be; doing only what they should be doing. Make sure that they clean up after themselves. Neither task is easy to accomplish with teenagers.
- 5) Make sure your swimmers understand that other coaches at large meets need to have access to the deck for timing. Keep the swimmers and divers standing around the deck area to a minimum. (this is why a team area is typically provided).
- 6) Unless otherwise requested, team banners and posters supporting your team are welcome. Be positive, keep it clean, don’t degrade yourself or others.
- 7) Keep your parents and swimmers away from the officials. Their job is hard enough. If swimmers or parents have concerns about a particular ruling, they should come to you and **you** should approach the official.
- 8) Finally, if you have any questions or problems, feel free to ask any other coach for help. The swimming community is a unique one, where most coaches are happy to help their peers.

Planning/hosting a swim meet:

Eventually, everyone has to host a swim and dive meet. It’s best to avoid trying to host a larger (invitational) meet until you have some experience with smaller (dual) meets. For advice on how to schedule, run, coordinate, etc., a meet please contact a CSCA Executive Committee Officer or any veteran coach!

Sample High School
Swimming and Diving Team



Team Manual

Sample Swim & Dive Team Manual

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High School Booster Club - Welcome

Dear Booster Club Member:

Welcome to the _____ Swim & Dive Team Booster Club. The purpose of this manual is to provide swimmers, divers and parents the essential information necessary for us to have a successful season. We will continue to provide you with updated information as it becomes available.

The Mission of our booster club is to support the athletes and the coaching staff of our swim team. It is our responsibility to provide the services to make the team run efficiently. This includes: attendance at our monthly meetings, participating in and supporting all fund raising activities throughout the year (some of these occur prior, during and after the season) prompt payment of all fees and working at swim meets when requested.

We are fortunate that once again this year our athletes will train at the _____ pool. The facility is centrally located and allows our swimmers to obtain the maximum number of hours in the water. The rental of pool time at the pool (paid with Booster Club funds) is a great benefit for our team, however it requires that all of us participate in our fundraising efforts (prompt payment of dues/fees and working at fund-raisers). Our team needs your support. I challenge you to come out and support our swimmers and divers.

We are looking forward to this season with high expectations that our kids will once again excel and bring new laurels to our High School. If you have any questions or suggestions please feel free to call any of the booster officers.

XXXXXX XXXXXXXX
Booster Club President

Swimming and Diving Booster Club Officers

President

Vice President

Treasurer

Secretary

Booster Club Meeting Dates

The _____ Swim & Dive Team Booster Club will meet at 7:00 PM on the following days: September 13, October 11, November 1, December 6, January 10, and February 7. The final booster meeting of the year will be at the Awards Banquet on March 13.

Fundraising

In order to operate the team we must raise the necessary funds. This year we will once again ask local merchants and friends of the team to sponsor our team. The sponsors receive advertising space in the end-of-the-season program and in our annual end-of-the-year team video. Sponsorship forms and monies for free equipment is due by Friday, October 29 (Sponsorship form Pg. 4). We will also have our annual Swim-a-thon in November. We welcome any other suggestions you may have that will help us raise funds for our team.

Proposed Booster Club Budget

Expected Income

Dues	1,700
Water fees	2,300
Fundraising	2,000
School	<u>2,000</u>
Projected Income	\$8,000

Projected Expenses

Pool Rental	3,400
Meet Entry fees	800
Scholarship	500
State Meet Expenses	1,000
Team T-shirts & Apparel	500
Awards Banquet	800
Misc. Team/Coaches expenses	<u>1,000</u>
Projected Expenses	\$8,000

Booster Club Membership

Membership Dues are used to cover meet entry fees, supplies, transportation and other operating costs.

Booster Club Membership Dues for all swimmers and divers is \$30.00. Dues for Team Managers are \$20.00. Checks should be made payable to: _____*Swim Team Booster Club*. **Member fees are Due Friday, October 22nd**

Water Fees are used to defray the costs of pool rental for practices as well as meet entry fees.

- SWIMMERS: **For families with only one swimmer**, water fees are \$15.00 per month (for four months) for a **total of \$60.00** for the season. If you choose to pay your total fees “up front,” you receive a *\$10 discount* and make one payment of \$50.00.
- **For families with two or more swimmers**, water fees are \$25.00 per month (total) for four months for a **total of \$100.00**. (The *\$10 up-front discount* is \$90.00)
- DIVERS: (including US Divers) water fee is \$25.00 for the season
- YEAR ROUND SWIMMERS (i.e. USA swimmers) water fees are \$30.00 for the season.

If you are choosing the “**single payment option**”, this payment **should be paid with booster dues**. If choosing the “**four payment option**”, the **first payment should be included with booster dues** in November and the remainder of the payments is due on or before the **6th of each following month** (December, January, February). Payment can be made at the booster club meeting or mailed to:

Team Uniforms

The swimsuit fitting will be on October 19th at 4:00PM in the theater at school. **Attendance at the fitting is MANDATORY** for all swimmers and divers.

Required Equipment

- Team Competition suit (may NOT be worn to practice)
- Practice suit
- Goggles (swimmers only)
- Fins (swimmers only)

Optional Equipment

- Sweat suit
- Parka
- Swim bag

III. Swimmers Information

Schedule of Events

Swimming Tryouts:

- Monday, October 16th - Wednesday, October 18th (returning USA Swimmers attend Monday only)

Diving Tryouts:

- October 24th

Roster Posted:

- Thursday, October 19th

First Swim Practice:

- Thursday, October 19th

Swimsuit fitting:

- Thursday, October 19th

First Diving Practice

- (TBA)

First Swim Meet

- Tuesday, November 14th

Awards Banquet

- Tuesday, March 13th

2000-2001 Season Schedule

(the following dates/meets are tentative – final schedule will be available after September 9th)

Nov. 14	Dual Meet (TBA)
Nov. 18	Cobb Relays Invitational (at Mountain View Aquatic Center)
Dec. 1-2	McCallie Invitational (at the McCallie School - Chattanooga, Tn.)
Dec. 8-9	Dual Meet (TBA)
Dec. 15/16	Dual Meet (TBA)
Jan. 5/6	Dual Meet (TBA)
Jan. 12/13	Dual Meet (TBA)
Jan 19/20	Dual Meet (TBA)
Jan. 26/27	County Championships - Swimming (at Mountain View Aquatic Center) <ul style="list-style-type: none">○ Prelims - Friday (4:00pm)○ Finals – Saturday (5:00pm) - Diving (at Cobb Aquatic Center) <ul style="list-style-type: none">○ Prelims/Finals - Saturday (12:00)
Feb. 2/3	Metro Atlanta Championships (at Westminster School - Vinings, GA)
Feb. 9/10	OPEN
Feb. 18-19	State Championships (at Westminster School – Vinings, GA) <ul style="list-style-type: none">- Swimming Prelims - Friday (4:00pm)- Diving - Saturday (9:00am)- Swimming Finals – Saturday (2:00pm)

Practice Schedule

Monday: PM 8:00-9:30pm (all)

Tuesday: AM 6:00-7:00am (boys)
PM 8:00-9:30pm (all)

Wednesday: PM 8:00-9:30pm (all)

Thursday: AM 6:00-7:00am (girls)
PM 8:00-9:30pm (all)

Friday: PM 4:00-5:00pm (Weight room - all)

Diving: Tuesday: PM 7:00 - 9:00pm (Cobb Aquatic Center)
Thursday PM 7:00 - 9:00pm (Cobb Aquatic Center)

Qualifying Standards for State Championship Meet

The State Championship Meet will be held at the Westminster Schools in Vinings. In order to qualify for this meet you must obtain one or more of the following time standards during one of the regular season meets:

Swimming

<u>BOYS</u>	<u>EVENT</u>	<u>GIRLS</u>
1.52.0	200 Yards Medley Relay	2.09.0
1.56.0	200 Yards Free Style	2.09.0
2.12.0	200 Yards Individual Medley	2.24.0
23.5	50 Yards Freestyle	26.5
58.0	100 Yards Butterfly	1.05.0
52.0	100 Yards Freestyle	58.5
5.20.0	500 Yards Freestyle	5.40.0
1.42.0	200 Yards Freestyle Relay	1.55.0
59.5	100 Yards Backstroke	1.06.0
1.09.0	100 Yards Breaststroke	1.16.0
3.46.0	400 Yards Free Style Relay	4.16.0

Diving

Qualifying for State can only be done through an 11-dive format.

Girls: Minimum Degree of difficulty for optional dives 11.5
270 points in invitational meet (11-dive list)

Boys: Minimum degree of difficulty for optional dives 12.0
270 points in invitational meet (11-dive list)

Order of Events

The following is the order of events at High School meets (boys and girls events are alternated):

200 yard medley relay
200 yard freestyle
200 yard individual medley
50 yard freestyle
Diving (except invitational meets when diving is usually held at an alternate time/day)
100 yard butterfly
100 yard freestyle
500 yard freestyle
200 yard freestyle relay
100 yard backstroke
100 yard breaststroke
100 yard freestyle relay
400-yard freestyle relay



Coach's Corner

Welcome to the _____ High School Swimming and Diving Team. From the looks of things, this year should be a fantastic one. There has definitely been a great interest in the team this year. We had 79 swimmers and divers signed up for tryouts prior to the beginning of conditioning. With almost the entire team returning from last year and the addition of some talented freshmen, I expect many of the school records to fall this year and a large contingent heading to the State Championships. Here are a few things everyone should know:

PRACTICES:

Swimming: The practice schedule is posted elsewhere in this booklet. Swimming practices are held at the _____ pool. There are no busses or other school transportation to or from practices, so parents will need to make arrangements to ensure their child has a means of getting to and from practice. This is usually done through carpooling with other parents, arranging with upperclassmen for a ride, or by allowing them to drive themselves. Keep in mind, being on the swim team does not guarantee a parking spot at the school.

Swimmers are expected to attend all scheduled practices. **Excessive absences from practice will result in a swimmer/diver losing his or her varsity letter or being dropped from the team entirely.** An absence from practice will only be excused when the absence is the result of illness or family emergency that results in an absence from school. If a swimmer attended school, he/she is expected to be at practice.

In order to develop a stronger team spirit and camaraderie, **USA swimmers are required to attend one high school practice every two weeks.** In the past we had a problem with the "high school" swimmers and USA swimmers not knowing each other very well, which hindered the development of a strong team rapport. By attending high school practices, the USS swimmers are able to develop a stronger relationship with their teammates and attending one high school practice every two weeks does not hinder their USA training. USA swimmers may choose any practice they want to attend, as long as they attend at least one per two-week period. Failure to attend the appropriate number of practices will result in automatic loss of varsity letter.

Since we have to rent our practice time and time is limited, it is very important that swimmers are at practice on time and prepared to get into the water immediately. Every swimmer should arrive at the pool at least 15 minutes before the beginning of practice in order to get stretched and be ready to jump in the water for warm-ups at the beginning of practice. Remember, if you are late getting in to warm up, the others (who were there on time) will have to wait on you and will be "cooled-down" before you finish. This means they will have to warm up again or risk injury for swimming with tight muscles. This is not fair to your fellow teammates and shows a complete lack of respect for them on your

part. Chronic tardies to practice will result in disciplinary action, including possible dismissal from the team.

After practices, those swimmers who are being picked up by a parent should ensure that their parents are there on time to pick them up. I am responsible for all swimmers until their parents pick them up, so I am required by the principal to wait until every swimmer has left the building. The longer I have to wait for a parent to pick up the last swimmer the later I get home every night. Those swimmers who are being picked up by their parents should wait for their parents at the (north) side of the building. Parents who are picking up their children should be waiting for them at the end of practice. Since we practice in the winter, it is very cold and wet and not good for swimmers to have to wait for their parents to pick them up

Diving: Diving practices are held at the Cobb Aquatic Center. Practices will be between 7:00pm & 9:00pm on Tuesday and Thursday nights. Since we are only allowed a limited number of divers at each practice, USD divers will only be required to attend high school practices when requested (such as to decide which dives to use for a particular meet).

MEETS:

The meet schedule is listed elsewhere, but there are a few things you should know. I realize that for many swimmers/divers and parents this is their first experience with high school swimming, so here are some facts about high school swim meets:

A swim meet is broken down into 24 events (12 boys' events and 12 girls' events). Each event is broken down in heats (to allow more swimmers to swim in a event - it's hard to fit 12 or more swimmers into 6 lanes otherwise).

For those who are experiencing high school swimming for the first time and have only been involved in summer league swimming, there are some significant differences. The biggest difference between high school and summer league swimming is the fact that **there is no guarantee that everyone will get to swim in every meet.** We swim to win every meet, so everyone may not get to swim in every meet and many of those who do swim may only swim one event in a meet.

Each swimmer is allowed to swim in a maximum of four events (no more than two may be individual events) in any particular meet. The fastest swimmers on the team will be scheduled to swim in four events (to give the team the greatest chance of winning the meet). Slower swimmers are then used to fill in any "holes" in the events, again based on the swimmers' times in the particular event in which there is a hole. With practice and determination, however, someone who is scheduled for one event in the first meet will get faster and earn a spot in more events later in the season.

There are two different types of meets. The first is a "dual" meet. This type of meet is the kind where two (or often three) teams swim head-to-head and each team tries to win by outscoring the other team(s). I make every attempt to schedule every swimmer to swim at least one event in these meets. Every swimmer who places 1st through 6th in each event scores points. Usually there are several heats of each event, with only one (the fastest) heat scoring points. The other heats are generally considered "exhibition" or "junior varsity". **Placing in the "exhibition heat" does not earn points toward your varsity letter.**

The second type of meet is an “Invitational” or “Championship” meet. These meets are much larger and much more competitive meets. Often there will be 25 or more teams competing (similar to “tournaments” in other sports). Many of these meets have very strict qualifying times, which a swimmer must meet prior to being allowed to swim in the meet. We are also usually required to pay an entry fee for every swimmer on the roster for these meets, as well as another entry fee for each event they are entered in. I typically take only a part of the team to these meets. The events in these meets are also broken down into heats, but instead of only one heat being designated a “scoring” heat, everyone who swims could potentially score points. In these meets, the swimmers in an event are swimming against all other swimmers in all heats of that event. These meets often have a preliminary meet, with the fastest 16 swimmers returning later in the day to swim again in the finals. The results of the finals are then used to determine individual and team finishes for each event. **You must make finals in one of these meets to earn points toward your varsity letter.** In many invitational meets, there are also individual medals/ribbons and team trophies.

Since our school does not have a pool, we technically cannot really have any “home” meets. However, we consider any meet that is held in the Cobb Central Aquatic Center or Mountain View Aquatic Center (both in Marietta) to be a “home” meet. For these meets, I provide a specific time for the swimmers to be at the pool and they are responsible for getting themselves there. For all other (away) meets, the school provides transportation. I have some very strict rules about these meets. First, **all team members must ride the team bus to away meets.** I will not allow them to drive themselves, ride with parents, etc. This is because the drive to a meet is a very important time: it allows me to share any last minute information with the team, make any necessary changes to the line-up, share the line-up with everyone (this is usually the first time they will find out what they are scheduled to swim in that meet), and for them to have some “team” time. Directions are provided for parents to all away meets (or they are welcome to follow the team bus) and parents are encouraged to come to every meet to cheer for their child(ren) and the team. During the meet, swimmers are expected to stay with the team and **no one is allowed to leave until the last event is over.** I wonder about the dedication a swimmer/diver has to the team when he/she asks if they can leave because “their” last event is finished. I expect everyone to stay and cheer for his or her teammates. After the meet, I will allow swimmers to leave with THEIR parents. If a swimmer wants to ride home with someone else’s parents, I require a note from their parent. The note must contain the name of the parent the swimmer is allowed to ride with and is only good for *THAT* particular meet (no generic “any parent” or “all meets” notes). Also, **if a swimmer is leaving with a parent, they must let me know when they are leaving.** You can only imagine what it’s like to be in Chattanooga and looking for a swimmer who left with their parent without letting me know. Remember, **I am responsible for your children (even though you might be in the same building) until I release them.**

Swimmers should bring some type of snack food with them to all meets. The booster club usually sets up a “snack table” at our meets, but this food is devoured quickly and swimmers need energy for the entire meet. They should also have enough money with them to buy a meal. When we have time we will usually stop on the way home for dinner after a meet and it’s embarrassing for swimmers to walk into a restaurant without enough money to get something.

COUNTY CHAMPIONSHIPS

The County Championship Meet is the final meet of the season for those who do not qualify for the State Championships. No one is excused from this meet for any reason. You will notice that participation in this meet is one of the specific requirements for earning a varsity letter. Every member of the team will be scheduled to swim in the County Championships (usually four events for almost everyone). This meet is one of the biggest of the year and carries with it bragging rights within the county for the next year. We will be trying out a new format for the County Championships this year: swimming prelims will be on Friday evening, diving on Saturday, and swimming finals on Saturday evening. All team members are expected to be available for both Friday AND Saturday.

STATE CHAMPIONSHIPS

The State Championships are the finale for the season. It is the ultimate Championship Meet and should be the goal of every swimmer and diver on the team. In order to qualify for the "State Team" a swimmer must swim a time equal to or faster than the qualifying time established for an event by the GHSA (these times are listed elsewhere in this booklet). If a swimmer qualifies for a relay event, he/she must also be one of the fastest swimmers in that relay, since we will usually have more than one group qualify for each relay and we are only allowed to have ONE entry in each relay event at the State Championships. The meet is held on February 16-17th. The format this year will be different from any previous year. Swimming preliminaries will be held on Friday evening, diving will be held at Saturday morning, and swimming finals will be held on Saturday afternoon. Since the state meet will be held in the new aquatic facility at the Westminster Schools this year, for the first time ever we will not have to stay overnight and swimmers/divers will be able to sleep in their own bed.

FINAL COMMENTS:

Finally, I would like to address the "focus" for the season. In previous seasons, I have had concerns about where individual swimmer's energies have been focused during the season. Some swimmers have complained that, after the novelty wears off, practices are no longer "fun." This has been the main reason for many swimmers beginning to miss practices about half way through the season. To address that, I would like to remind everyone that this is a Varsity Team, representing **your** high school. Though I do try to throw a bit of "fun" into practices occasionally by adding "games" into the practice sequence, my main focus is to build a team capable of competing against the best teams in the state. Many of your teammates are hoping to swim in college and will be vying for the few college scholarships available each year, and I have to do my best to help them with this. That can only happen if we are competitive. We can only be competitive if every member of the team puts forth his or her all. The focus of your season should be "what can I contribute to the team and my teammates." You contribute to the team by working hard for personal improvement, since by improving your strokes you improve your times. By improving your times, you improve the entire team's chances of winning. I find that many people focus their entire season on attaining their varsity letter. I find this rather self-centered and not at all the appropriate focus for a member of the "team." Earning your varsity letter should be considered "gravy" and come second to your contribution to the team. To that end, every swimmer will be expected to keep a diary of all their times throughout the season. I will also expect every member of the team to set both personal and team goals for the season. I will review these with each person several times throughout the season. It looks to be a fantastic season. I hope you are all looking forward to it as much as I am and that it is a memorable one for all of you.

In the following sections you will find information on lettering requirements, as well as disciplinary and academic policies that apply to the NCHS Swim Team.

School Disciplinary Actions

Since athletes are expected to provide a positive model for the rest of the school, all swim team members are expected to abide by the rules and regulations of the school. Since those athletes who choose not to do so hurt not only themselves but also the rest of the team, the coaching staff has selected the following consequences for school-related discipline problems:

A) **ISS** – suspension from the next scheduled swim meet. Will also not be allowed to participate in any practices or activities during the time assigned to ISS.

B) **Saturday School** – Will not be allowed to participate in swim meet if Saturday school scheduled on that day.

C) **Suspension** – any suspension during the school year will be evaluated individually and can be considered grounds for suspension or dismissal from the team. Any athlete who is suspended during the school year may not earn a varsity letter during that school year in any sport.

The following may also result in suspension or dismissal from the team:

A) Excessive assignments to Saturday School

B) More than two assignments to ISS in one semester

C) Reports of behavior/discipline problems from classroom teachers

Swimming & Diving
Lettering Requirements

Swimmers:

In order to letter a swimmer must:

- attend all meets scheduled to swim in
- be able to swim all 4 competitive strokes adequately
- swim in all events scheduled to swim
- swim in County Championship Meet
- Earn 60 points during season (using the following scale)

* Dual/Tri-Meets:

- each 1st place = 6 points
- each 2nd place = 5 points
- each 3rd place = 4 points
- each 4th place = 3 points
- each 5th place = 2 points
- each 6th place = 1 point

* Invitational Meets:

- each 1st place = 12 points
- each 2nd place = 10 points
- each 3rd place = 9 points
- each 4th place = 8 points
- each 5th place = 7 points
- each 6th place = 6 points
- each 7th place = 5 points
- each 8th place = 4 points
- each 9th-16th place = 3 points
- State Qualification = 5 points per event
- School Record = 5 points per event
- All-State selection = 10 points
- All-County 1st Team = 7 points
- All-County 2nd Team = 5 points
- All-County Honorable Mention = 3 points
- 100% practice attendance = 30 points
- Coaches' Points = +30 to -30 points

The following criteria will result in automatically earning a varsity letter:

- State Championships Finals or Consolation Finals
- NISCA All-American Qualifying Time

The following will result in automatic loss of varsity letter (even if earning your letter through one of the "automatic" criteria):

- Out-of-school Suspension from school
- Excessive unexcused absences from practice
- Missing a scheduled meet
- Refusing to swim an event

Divers:

- 1) Attend all meets scheduled to dive in
- 2) No unexcused absences from practice
- 3) Score a minimum of 100 points in 6-dive meet
(or) 200 points in 11 dive meet
- 4) Must be able to dive all required dives

Conflicts with scheduled meets must be given to coach _____, ***in writing, prior to the first meet of the season***. Any meet missed other than those worked out with coach _____ at that time will be unexcused, and will result in forfeiting your letter.

Swimmers who are more than 5 minutes late to practice (i.e.: in the water) will be considered absent from that practice. In case of unavoidable circumstances (illness, family emergency, etc.), you must notify coach _____ as soon as possible.

**USA Swimmers/USD divers must complete a "USA/USD Practice Verification Form," signed by their USA/USD coach. This form should be turned in prior to tryouts. High School practice attendance will be worked out on an individual basis with coach _____, based on the need of the team and USA/USD practice schedule. All other lettering requirements will be the same as other team members.

Exceptions to these requirements due to emergencies will be dealt with on an individual basis.

Academic Policy

The _____ Swimming and Diving Team has historically had some of the best students in the school. Since you are in school for academics first, the swim team has a very strict academic policy. You are required to be passing all classes during the semester. You must bring a copy of all progress reports and report cards to Coach _____ each time they are issued.

- 1) If you are failing ONE class on a progress report, you are placed on academic probation. You will be required to bring WEEKLY progress reports to Coach_____.
- 2) If at any time you show TWO failing grades on any progress report or report card, you will be suspended from competition until your progress reports show that you are passing at least 3 of your 4 classes (see #1).

Remember, it is GHSA policy that if you are not passing at least 3 of your 4 classes at the end of the semester, you are ineligible for the next semester. Since this falls in the middle of our season, you will be ineligible for the second half of the season, including the State Championships - even if you have already qualified for them.

Though it is not a requirement to letter, everyone is expected to attend and participate in all team functions, such as fundraisers. These functions not only raise the funds necessary to run the team, they also give team members a chance to bond in a non-competitive environment. **Team spirit and cohesion is vital for the success of any team.**

Your parents should also complete and return the attached Emergency Information Form. This form will be used in conjunction with the insurance information on the physical card in case of an emergency when your parents are not present. ***You will not be allowed to participate in any team functions (practices/meets) until this form has been completed and returned.***

12 ideas for coaching

by John Leonard (former President of the [American Swim Coaches Association](#))

1. If you do what you have always done, you will get what you have always gotten. If you do what others have done, you may or may not get what they have gotten. **IF YOU DO WHAT OTHERS HAVE NEVER DONE, IT IS POSSIBLE FOR YOU TO GET NEW RESULTS.**
2. Don't worry so much about finding answers. Worry about asking the right questions. Getting bits of information is not as important to your ultimate success as knowing what you're looking for.
3. Many bits and pieces go into making a creative whole. You have to look in a lot of different places and give your subconscious mind a lot of ideas to work on if you want a creative result. Not many of the answers **FOR** swimming, are **IN** swimming. Look outside.
4. Do debates and arguments from both sides. Try arguing the point of view that is opposite to yours. You may find some insight. (Seek first to understand, then to be understood.)
5. Observe how others respond to situations. Watch experienced coaches and see what they are doing. If you are experienced, watch the new coaches and see why they relate well to young swimmers. What can each learn from the other?
6. Surround yourself with the best. It raises your standards.
7. Look for trends and shifts in patterns. What are you/your swimmers doing differently? Doing the same? Is the trend what you want it to be?
8. Ask for help. No one expects the coach to be God, and those who might, need to seek help themselves. Accept help with gratitude, from wherever it may come. None of us is "independent" - the world doesn't work like that anymore, if it ever did.
9. Have a friend videotape your coaching, without your knowing it. Then observe it. Are you showing what you want to show? 80-90% of communication is non-verbal.
10. Keep contact with your friends, and with your heroes. The first know your faults and still like you, and the second shows you your best "can-be." Both are important. Realism and dreaming have to work together.
11. Write down your experiences. If it's a bad one, it helps you think it through. If it's a good one, it helps you remember it.
12. Make time to do the hardest thing for any person. Make time to Think.

25 communication ideas for swim coaches/swim clubs

by John Leonard

The major item that constantly comes up with swim team parents and swimming coaches is "we need better communications". That is undoubtedly a standard condition of the modern world. With that thought in mind, here are 25 useful ideas/reminders for coaches to improve your communications to your swim team families.

1. Bulletin Boards - They are almost as good as TV sets. Post information regularly, where parents and swimmers can read it. Keep it current. Keep it interesting. People will read the bulletin board if it is current.
2. TV Sets - While we are on the topic...use a home video system for the head coach to do a "Live" weekly update and put it on a recycle video to play in an area where parents wait for children. It provides a more interesting and faster delivery of information.
3. Feature membership diversity. Where do your people come from? Where did they learn to swim? What have their past experiences been in swimming? People are interested in other people. Use the diversity of your club to your advantage in creating interest.
4. Ask your Board of Directors to conduct informal mini-meetings with groups of parents to answer questions/field comments and ideas, etc. Make sure the Board has some training in what questions they can answer and which ones have to go directly to the coach.
5. Ask your Board to appoint an official "thank you person" who puts notes on good club stationary to anyone who helps the club do anything. Get your name all over town, and use the thank you's with your own club members. Be very generous in saying thank you. Some will end up framed on walls for all to see.
6. Re-cycle good ideas. If you do a good talk to your team, or any group, use it again as an article or the base for an article that you print. Make sure lots of people know how you positively have an influence on the lives of the young people you coach.
7. Develop a quarterly newsletter that you send to the media in your club area. Make it interesting, and if it doesn't get immediate play, don't be discouraged. At least they will learn your name, and will be ready and up to speed when you DO have a story they can use.
8. Keep most of your club communications to one page. Brevity is key in today's fast-paced world. If you want it read, keep it short and to the point.
9. Put your club newsletter on the Internet. You never know who is reading, or what will excite them.
10. Provide a book/video library of your choosing, about swimming, that parents, swimmers can borrow from, to help educate themselves.
11. Talk (not write or phone) about anything that will have an emotional content. If you don't, your message may be interpreted differently than you intend.
12. Do informal member surveys to find out what they like and don't like. Control it yourself, as coach. Don't allow it to be done by your Board. Stay one jump ahead of any problem by knowing about it first!

13. Use charts and graphs when showing what your team delivers for its membership dollars. C&G are easier for most people to grasp quickly.
14. Photos of behavior you like (Team Spirit) are much more powerful a delivery mechanism than any thousand words you can write on it.
15. Trade advertisements about your organization with other youth newsletters or similar. If you run a great program and they run a great program, you'll re-shuffle the young people into the organization they belong in most. And if you run a better organization, you'll have a positive impact on your numbers.
16. Don't ASSUME that new members know who you are, what your coaching background is, etc. Have a simple piece you hand out to tell them. Don't be too modest. People pay for your expertise. Brag on it a little.
17. Do an annual report to your membership. Do this even if your Board does not. He who reports is often seen as the leader. The power of the written word is enormous.
18. Incorporate your central theme into everything you do. (Don't recognize your Central Theme? A problem (see ASCA Level 4 Administration School.)
19. Have a message machine and call back promptly. And, update your message...make sure it is not a month old!
20. Develop a Parents Lounge area at your pool. Make them comfortable. Winter - consider providing coffee, summer - iced tea. Leave club brochures, newsletters, and bulletin board nearby. Passive Parental Education.
21. Make sure last minute one page reminders of all details needed by parents go home a few days before each swim meet. Don't expect them to remember what you said in the newsletter, or save the map you sent home a month ago.
22. Develop a history of your program to spotlight your history and highlight how the team has grown and evolved. If you have a spotty history, admit it, don't dwell on it, and point out that the team is now on a big upswing!
23. Create an awards program for everyone.... swimmers, parents, non-parental volunteers, and staff members. Make recognition a major piece of your organization. If you do it with a Banquet, do a GREAT one.
24. Famous words: Seek First to Understand, then to be understood.
25. No person or organization is ever perfect at communication. Every one of us gets spoiled with what we have. Don't expect praise for your communications efforts. The reward is in smooth operation. You measure success by the type of criticism you get about communication. When it gets pretty trivial, you're ahead of the curve.

55 ideas for better swim team management

by John Leonard

One of the recent additions to our Level 5 Leadership School is an extensive section on "Selling".... how to use your communication skills to help others solve problems for themselves. We include that as one of the most meaningful leadership skills a coach can develop and we will continue to expand that section over the years, because coaches are constantly "selling" their ideas, whether it is an idea of training harder to young swimmers, an idea of why we have to

swim this set of 12 x 400 IM upside down, backwards and underwater with no breathing, or selling a team trip to Cincinnati, or selling the idea of a new training pool, or selling the idea of a new assistant coach to your board, or selling the idea of city support for your recruitment drive... well, you get the idea.

The flip side of leadership is MANAGING. Management is what you do after you have sold your idea and now you have to make it work! Here, culled from a variety of management books, are fifty-five ideas on better managing your organization. Feel free to call ASCA at 1-800-356-2722, if you need any clarification, want to get more details, or want to ADD an idea of your own to this list.

1. Stand behind your people in times of stress and conflict.
2. Return phone calls quickly...be responsive.
3. Be especially considerate of those who interact with the public all the time. They have a tough job.
4. Dress for success. Look like a professional and you'll be treated as one.
5. Improve your oral communication skills. Practice. Use a video camera to see how you come across to others.
6. Praise in public, criticize in private.
7. Be humble in victory and gracious in defeat.
8. Spell and pronounce names correctly. If you don't know how to pronounce a name properly, simply ask, "I'm sorry, I don't want to mispronounce your name, can you tell me how to say it properly?"
9. Have someone you can confide in and mutually "unload your problems" on. Be careful whom you select.
10. Don't surround yourself with "yes" people.
11. Surround yourself with people who augment your own skills and don't duplicate them. Strive for a "complete" staff.
12. Know when to advance and when to retreat. Don't "have to win" every argument.
13. Schedule free or quiet time regularly to plan and do that rarest of things, THINK.
14. Be an active listener.
15. Encourage and reward risk-taking in others.
16. Be a mentor to someone on the way up.
17. Invest time in training your staff. Nothing pays off more.
18. Celebrate the personal and professional triumphs of your staff.
19. Use "We" not "I". Unless you swim in the meet yourself, accomplishments belong to the team, not the coach.
20. Look at every problem as an opportunity. What can you do with it to overall improve your situation?
21. Cut down on paper. Do more face-to-face communication. Experts say up to 80% of real communication is done with body and facial language. You can't do that on paper.
22. Network with people outside swimming. Get into Rotary Clubs, etc., to meet the business people in your community. They solve problems every day that relate to your situations.
23. Invest in the continuing education of your staff.
24. Use K.I.S. (Keep It Simple) whenever possible.
25. Learn to say "I don't know" with accuracy, candor and without embarrassment.
26. Be a positive role model of any behavior you want.
27. What 'Gets Measured, Gets Done.' Learn to become a good measurer.
28. Learn how to say "no". And say it nicely.
29. Understand your own metabolism. When do you work best? Do most important tasks at the peak time for you.
30. When you must fire someone as a last resort, do it quickly and mercifully. Sometimes it is best for your organization and the person.
31. Be proactive. Go directly at your problems. It's never as bad as the anticipation of it is.
32. Conduct an honest self-evaluation each year.
33. Follow through. Follow through. Follow through. Become known as someone who does what they say they will do.

34. Don't be reluctant to toot your own horn. But not too loud or too long.
35. Make sure that ideas and plans flow both up and down in your organization. What people own, they take care of.
36. Seek first to understand, then to be understood.
37. Start and end things on time. People plan their lives around your swimming schedule. Allow them to rely on you.
38. Walk the Talk.
39. Recognize that what is right is not always popular and what is popular is not always right.
40. Answer questions and question answers. Get more information. Get the same questions answered from different sources.
41. Be on time for appointments. Being late means "my time is more valuable than yours." Is that a message you want to send?
42. When in doubt, trust your gut.
43. Smile, especially when those around you are in doubt. Confidence is contagious.
44. Timely and honest communication is critical in times of stress. NOTHING is more stressful than lack of information.
45. Be careful about accepting "quick fixes." Band-aids do not cure disease.
46. 80% of what you accomplish comes from 20% of what you do. Concentrate on the 20% and try to expand the amount of time you spend doing it.
47. Differentiate between things that are important to the others in your organization and what is important to you. There is a time and place to concentrate on each. Learn what those times are and act on them.
48. Bring more humor to work...laughter is a great medicine.
49. High performance comes from a full tank. Make sure you get enough Rest, Recovery and Re-Creation to be at your best a high percentage of the time.
50. Become a good "scan reader." Look for ideas you can use, outside the field of swimming. Creativity comes from a full subconscious.
51. Remember, friends come and go, but enemies accumulate.
52. Be decisive. Do something. Be action oriented. No endless cycles of study and debate.
53. Place the needs of your family over the demands of your work. No one on their deathbed ever said, "I wish I'd worked more."
54. Take your responsibilities seriously, but don't take yourself too seriously.
55. Deliver more than you promise.

Swimming Drills - Drills Common to All Strokes

Distance Per Stroke (DPS)

Swimming all strokes getting maximum distance per stroke. With free and back, emphasize a long body line, hip and shoulder rotation, minimizing resistance. With breast and fly, keep the body line long in the front of your stroke. Steady the rhythm, and swim in the front quadrant of all strokes.

Fist Swimming

Swimming with hands completely in a fist. No "karate-chop" hands allowed! Concentrate on body position, using your forearm in the catch and optimum elbow bend through the stroke. When you return to swimming with an open palm, your hands will feel as large as kickboards! Have fun and think Distance Per Stroke!

Sculling

Sculling is performed by sweeping your hands through the water, holding your elbows still. Your hands are acting like propeller blades, and subtle changes in hand pitch and speed will change your body position and speed. There is no recovery motion. When you are treading water, you are sculling your hands through the water to hold yourself up and counteract gravity. To propel yourself down the pool, simply change your hand and forearm angle to be perpendicular to the pool bottom and parallel with the pool walls. Keep your elbows high at the surface of the water, and sweep your hands underneath (this is known as the "windshield wiper" drill). Note that your swimming strokes are a combination of sculling motions that allow you to hold the water as your large body core muscles act as the engine.

Kicking

Kicking without a kickboard will allow you to perform your kick in the same body position of the stroke. Kicking with a kickboard will allow you to get to know your lane mates.

For freestyle, kick on your side with your bottom arm (the one closer to the bottom of the pool) extended straight out of your shoulder line before your head. Keep your palm facing down and your extended hand about 8 inches under water. The top arm (the one on the surface of the water) should be relaxed at your side with your hand on your hip and out of the water. Maintain a head position as though you were swimming freestyle, with your head in line with your spine. Press your arm pit toward the pool bottom to get your hip at the surface of the water. Your extended arm should feel weightless.

For backstroke, kick on your side as described above with your head facing up in the position for backstroke. You may also kick in a streamlined position with both hands over your head.

Breaststrokers, kick only with a soft kickboard that will allow you to maintain a good body position for breaststroke. Without a board, keep your hands extended, at your side. Try to maintain the same "dolphining" undulation when you kick as you should have when swimming the full stroke. You may also do breaststroke kick on your back.

Butterflyers, go for it either on your side, on your back, or in butterfly position. Kick from the hips and torso. This is a great "ab" workout.

Golf

While swimming 50's repeats, calculate your "score" for each 50 by counting your strokes in both directions (one arm equals one stroke) and adding it to your time. For example: If you swim 50 freestyle with 20 strokes per 25 in a time of :40, you would have a score of 80 (20 + 20 + 40). Descend your score by taking less strokes and/or completing the 50 in less seconds with each successive 50.

Freestyle and Backstroke Overview

Freestyle and backstroke are referred to the **long-axis strokes**, as you are rotating on the long-axis of your body (head-to-toe) while swimming. Hence, many of the same drills can be used for both strokes and/or combined into one drill. Backstrokers, IM'ers, and all "novelty stroke" specialists are encouraged to mix backstroke into freestyle sets. Backstroke and freestyle mix sets can make great low heart rate aerobic training sets.

Long-Axis Combo Drill

This drill allows you to feel the similar rotation of backstroke and freestyle. Alternate four strokes of backstroke with four strokes of freestyle. Drive the rotation of your stroke with your hips. Keep a light easy rhythm: don't muscle the water.

4/6/8-Count Drill

This can be done for both Freestyle and Backstroke. Kick on your side for a count of 4, 6 or 8 kicks (or counts). Take one full arm stroke to rotate to your other side for another 4, 6, or 8 kicks, and continue through the swim. While on your side, focus on correct body position. When executing the switch, begin by lifting the elbow of the arm on the water surface (top arm) and recovering it over the line of your body. The extended arm (bottom arm) stays extended to maintain a streamlined body position, until the elbow of the recovery arm has passed over your head. Then execute a quick switch to your opposite side. Use core body muscles to rotate, while maintaining a hold of the water with your bottom arm.

Freestyle Drills

Catch-Up Drill

When swimming *Full Catchup* freestyle, pull with one arm at a time and touch your hands in a streamlined position out front between each alternating arm stroke. Keep your extended hands about 8 inches under the surface of the water for improved body position. Concentrate on swimming in the front quadrant and keep a long, streamlined body line.

You can progress to simply exchanging hands in the "passing zone" extended in front. We call this the "Ear Catch-Up" Drill, wherein you begin your pull as your opposite arm passes by your ear near the completion of the recovery.

Fingertip Drag Drill

This drill is swimming normal Freestyle while dragging your fingertips along the surface of the water on the recovery. Focus on a high elbow recovery, which ensures proper hand and elbow position at your hand entry. You should also check your body position during this drill, focusing on good side-to-side rotation.

An alternate version of this drill involves dragging the entire hand, wrist-deep, through the water. This helps build strength and speed of the arm recovery motion.

Gallop Drill

This is the same as the 6-Count Drill above, but you take three strokes as you switch from side to side. Focus on long strokes and quick hips in these three strokes, completely rotating from one side to the other. Maintain great body position while kicking on your side!

Single Arm (R, L) Drill

Single arm freestyle swimming can be done in one of two ways.

Preferred: With the opposite (nonworking arm) at your side. Breathe to the side of the nonworking arm. The secret to success with this drill is to complete your breath before stroking. Concentrate on the catch, initiating body rotation with the core body muscles. Take this drill slowly: technique is more important than speed.

Old-School: With the opposite (nonworking arm) extended in front. Breathe to the side of the working arm. Focus on high elbow recovery, hand entry, and hand acceleration.

Rhythm Drill

Single Arm freestyle with opposite arm at your side (see description above), executing 2 right arms and then 2 left arms. This takes some practice, but may very well become your favorite freestyle drill once you master it. Focus on rhythm and timing from the hips. Remember to take your breath with an arm extended out front (on the opposite side of the extended arm). If you swim this drill easily and well, your technique is close to perfect.

Open Water Swimming Drills

Sighting Drill: Swim normal freestyle. On every 5th stroke, raise your head straight forward and "sight" on an object off in the distance. You can place a target object or sight something already in place, i.e.: a tree. After sighting the object, lower your head back into normal position. Practice maintaining a balanced stroke rhythm and rotation while clearly seeing the target object.

Blind Swimming: Swim normal freestyle with your eyes completely closed. On every 5th stroke, raise your head straight forward and "sight" on an object off in the distance (above). Make sure you are maintaining a straight path down the pool. You can do this drill swimming side-by-side with your lane mates to reinforce swimming in a straight path.

Backstroke Drills

Single Arm (R, L) Drill

Single arm backstroke is always done with the opposite (nonworking) arm at your side. Allow the opposite arm to be completely relaxed, and do a half-recovery if it feels natural. Concentrate on full hip and shoulder rotation and great body position.

Rhythm Drill

Single arm backstroke alternating 2 right arms and 2 left arms. Do a half recovery with the non-stroking arm. Focus on rhythm (early hips) and body position.

Hesitation Drill

Swim normal backstroke, except as your arm begins the recovery, pause and hold the recovery arm at a 30-degree angle out of the water. You should already be rotated to your other side, and your opposite arm should be in the perfect "catch" position (hand 8-inches underwater, palm turned out and downward slightly, elbow high) if your timing is right. Make

sure you are still holding your hips up near the surface of the water in this position. After holding for 3 seconds, complete the stroke and pause on the other side.

Catch-Up Drill

As with the Freestyle version, pull with one arm at a time all the way through the stroke. The non-moving arm should be extended out front in a good streamline position. You should not actually touch hands when switching strokes from one side to the other, but allow your arm to complete its recovery through the hand entry before pulling with the opposite arm. Again, this drill is great for working on body position (hips up, full side-to-side rotation).

Gallop Drill

This drill for backstroke is a little different than the Freestyle version; it focuses on arm speed. Kick on your side for a count of 6-8 seconds, holding the recovery hand not at your hip but about 6 inches up (30 degrees) out of the water. Lower the recovery hand back into the water by your hip and then explode with 3 quick, powerful strokes. Snap your hip rotation and maintain good body position. After 3 strokes, repeat.

Breaststroke and Butterfly Overview

Breaststroke and butterfly, the **short axis strokes**, are called such because you are rotating on the short axis of your body. Like free and back, the core of the body is the engine. Your arms and legs serve the dual purpose of acting as extensions to apply the force and lengthen your body as it passes through the water.

Short-Axis Combo Drill

This is a drill that allows you to feel the "short-axis" rhythm that is similar between breast and fly. Alternate three strokes butterfly with three strokes breaststroke. Concentrate on "landing in front", and exaggerate the press in front that allows the hips to rise. Keep the "dolphins" undulation pace constant.

Breaststroke Drills

Two-Count Glide Drill

Hold the streamlined (*stretched*) position of the stroke for a full count of two (one alligator-two alligator). Keep your head down and neck straight. In the breaststroke, be sure not to stop your hands under your body, but only in the extended position. Then, start the pull *slowly*, pitching the hands outward until they are shoulder width apart, and then accelerate your hands through the power phase (the in sweep), continuing all the way through to the recovery.

It's a good idea to combine this drill with double underwater pull-outs to increase the feel of gliding in the streamline position.

Two-Kick / One-Pull Drill

Hold the streamline for a second kick in each stroke. While doing the second kick, allow your hands to separate slowly to press your head and chest lower in the water. Keep your chin down, and look down at the bottom of the pool. This will prepare you for a more powerful in-sweep and recovery.

Two-Pull / One-Kick Drill

Take a powerful pull swinging the hips forward and under your torso and then throw your hands into the recovery / streamline while making an exaggerated dolphin kick. Repeat the powerful pull but kick a breaststroke kick. Alternate between the two kicks. Notice that the hip motion should be identical between the dolphin kick and breaststroke kick.

One-Pull / Dolphin-Kick / One-Kick Drill

As with the drill above, take one powerful pull and throw the hands into the recovery while executing a strong dolphin kick. Then, hold the streamline position with the upper body and arms as you execute a powerful breaststroke kick. This drill also emphasizes the undulation of the hips, streamline position of the arm recovery, and power of the kick.

Opposite Hand / Foot Drill

Pull with your left hand only, keeping your right arm extended out front, and kick with your right leg only, keeping your left leg extended out back. Repeat this drill using the right hand and left leg. This drill takes practice, but you will gain a better feel for the "short-axis" nature of the breaststroke.

Butterfly Drills

Single Arm Fly Drills

This drill traditionally has been performed with one arm extended and one arm stroking. Focus on the kick timing of "kick your hands into the water" and "kick your hands out of the water". Accelerate the pull, and snap the hands through the finish and into the recovery. For the recovery portion of the stroke, you can do one of three drill options:

Thumb-Tip Drag: Bend your elbow and keep it high. With your palm facing behind you towards your feet, stick your thumb down and draft is along the surface of the water. This drill helps keep your hands and elbows in the proper position at the hand entry.

Super-Dolphin: Over-emphasize the "dolphinsing" undulation of the stroke. During the recovery, reach up straight to the sky with your arm, and look up at your hand, Drive your upper body upwards as high as possible, and then dive forward as your hand enters out front, driving your hips upward. Feel the rhythm of the arms with the kick.

Standard Recovery: Keep the elbows slightly bent, and sweep the hands low over the water during the recovery. Drive your head more forward than upward, and breathe facing forward. Practicing this drill simulates the stroke without tiring the swimmer as quickly.

An alternate way of swimming the single arm fly drill is to leave the nonworking arm at your side. This drill works on connecting the finish of the butterfly stroke with the recovery. You will have the feeling of "throwing your arm away." Always concentrate on "getting in front" for an effortless butterfly stroke.

Three-Kick / One-Pull

Extend the arms out in front in streamline position and take three full kicks. After the third kick, take one strong pull in time with the kicking. Recover the arms to the streamline position and repeat.