

## Loggerhead Coaches Rules and Procedures

Coaches,

As we move to make our club better, I feel it is important that we all follow these guidelines on deck during practice and at swim meets. We all need to strive to put our best foot forward to look, act, and coach in a professional manner at all times.

1. Coaches must have a neat appearance, and wear team logo shirts at all and meets and majority of practices.
2. Coaches must follow practice times as set on the Loggerhead website. Changes can only be made by contacting the Head Coach.
3. Coaches should talk with the swimmers in your group and refrain from yelling at them. They are our CUSTOMERS.
4. Coaches are to TEACH, TEACH, TEACH the swimmers. Drills and skills should be taught daily.
5. Report any incidents immediately to the Head Coach by phone, text or e-mail.
6. Swimmers that are creating behavior issues in your group must be dismissed from practice. On the 3rd dismissal, the child will be suspended or removed from the team after a parent conference.
7. Coaches are to know and follow ALL Team Policies and Procedures on the website.
8. Coaches are to help educate parents on the procedures and policies of the team.
9. All coaches are required to help at all Home Swim Meets before and after the meet.
10. Coaches are not to talk excessively on the phone during practice.
11. Coaches are not engage each other in conversation during practice at the expense of their swimmers.
12. Coaches are to take attendance daily, either with their smart phones using OnDeck, or by paper. Paper copies must be turned in weekly!
13. Coaches are responsible for any roster changes that need to be made, and must report them in writing to the team admin.
14. Coaches are responsible for checking their swimmers entries in the TeamUnify entry system prior to the entry deadline for all meets. It is your responsibility to make sure the athletes you coach are entered properly in meets on our schedule.
15. Coaches are to work together at swim meets during warm up, and at swim meets.
16. Coaches are responsible for locking the facility and making sure all equipment used is secured and put away. Leave the facility as you found it!
17. All coaches should leave the facility at the same time and share lock up responsibilities.
18. All coaches should be at the facility at least 15 minutes before scheduled practice times.
19. Coaches should have a workout plan either daily, weekly, or monthly as a guide to follow for the season.
20. Coaches must not leave the facility until all athletes in their group have been picked up. They are your responsibility until picked up.
21. Coaches are to request time off in advance from the Head Coach. Two site coaches cannot take off at the same pool at the same time unless attending a swim meet or other team function.
22. Failure to comply with these basic rules will result in suspension from coaching duties or termination.

Name

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Print

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Signature 