

Proposal for new coaches' sign-in at meets: Travis Albang, Jen Matthews and Marie Koenigsfeld

Purpose

To ensure all Iowa Swimming coaches at meets are fully certified to be on deck. To decrease the burden put on meet personnel to check credentials for every coach and help eliminate mistakes.

Proposal

Currently a PDF list of coaches without credential alerts (expired, missing certs or registration) is generated by the ISI Registration Chair from SWIMS and sent to the Official's Chair. The Official's Chair then emails the list to all Referees hosting meets that weekend. This is used as a reference only.

We propose that ISI uses this list as a new ISI Coaches' Sign In at meets. If an ISI coach is on the list, they simply need to sign next to their name. If a coach is on the list, it means they are approved to be on deck at the meet. It eliminates the need for meet personnel or volunteers to check credentials and possibly make a mistake. If meet personnel still wish to check credentials and initial they may do so as well.

Details

The current certified coach list will be generated as a CSV file (this does not add any additional time or resources to the Registration Chair). The list of coaches will be copied and dropped into a new Excel template with a filter component. The host team can use the filter to list only teams attending their meet then print the form, though not necessary. This should not add significant time to the meet host.

The current coach list will be generated by noon the day prior to the start of any meet. The Official's Chair will take the CSV file and generate the excel file with the filter option.

If a coach updates their credentials after this time and before stepping on deck, the Registration Chair will send an email to the Official's Chair stating the coach is now current, who will alert the meet host. This is already being done. Additionally, the coach may of course, show their updated credentials to the host.

At the conclusion of the meet, the host is still required to scan and send the list to the ISI Admin office. The Admin office will still check each coach to ensure they were certified on deck.

Drawbacks

The list will only contain ISI coaches. The office cannot run this list for out of LSC coaches.

There is currently no way to lock the Excel file. There is the risk that someone could add a coach to the list who is not on it, and not certified but the Registration Chair will always have the Master copy to verify no one was added.

Solutions

Hosts will still need to check coaches who are not on the list, out of LSC or ones who are not listed.

These coaches will still need to sign in using the current form.

The list will still be checked by the ISI admin office to ensure that all coaches were indeed certified.

This system has been "test driven" over the past few meets, and is working well.