**2021 Kickoff Meeting and May Board Meeting Agenda**

**Welcome –** Jerry Wissman (League President)

1. Introductions of delegates, coaches, and boosters – All
2. Team Contact Information
3. Opening remarks
   1. Safety & Covid 19
   2. Fun
   3. Proper Technique
   4. Chain of Command
   5. Team Apparel
   6. NKSL website
   7. Forms and coaching requirements (swimnksl.com, Resources, Forms)
      * Parental Waiver and Code of Conduct Form
      * NKSL Employee Disclosure Statement
      * Background Checks
      * Concussion Training and Certification
4. Important Operating Information
   1. Roster update directions
   2. Order of Events
   3. Reporting results
   4. Administrative Duties
   5. Important Dates
5. New rules for 2021 – Covid-19 Protocols
6. Adjourn.

May 18, 2021

Coaches,

Welcome to the 57th NKSL dive & swim season! I hope that each of you enjoys the upcoming competition season. The NKSL relies on you to continue the tradition of promoting recreational diving and swimming in Northern Kentucky. You are an important part of a long and rich legacy.

**Safety must be your priority at all times**. Nothing stops the fun faster than someone getting hurt. Use your common sense. If something does not seem safe, it probably isn’t. Always listen to and follow the instructions of pool management.

**Teach proper technique.** In every sport, kids who excel usually possess excellent technique. This rings true in all sports, but perhaps none as loudly as swimming and diving. The water has a way of penalizing bad technique and rewarding excellent technique. Bad technique leads to slow times, low scores, disqualifications and (in some cases) injury. Good technique provides a foundation on which athletes will build a lifetime of enjoyment of the sport. Coaches, it’s your job to teach proper technique, and your opportunity to help kids develop skills that they’ll use the rest of their lives.

**It’s critical that you always set a good example for your athletes to follow**. As a coach, you have more power than you might realize. The kids look up to you; they notice your every move; you are cool to them, and they want to be like you. When the adults and young adults do not behave in a manner that shows great sportsmanship or is detrimental to the league and its goals, you can forfeit the privilege of being involved with the league.

**While coaching is your primary responsibility, you will have several administrative tasks that must be completed promptly each week for this league to operate effectively**. The following pages and the resources on the NKSL website, most of which can be found on the Resources/Forms page of [www.swimnksl.com](http://www.swimnksl.com), will help you understand what you need to do and when. At times, the administrative tasks can seem overwhelming. Do not be afraid to ask your delegate for help. Over the next few days, please make it a priority to read all the materials in the Resources/Forms page the website. If you have any questions regarding the materials, please contact your delegate.

**Parents are very demanding.** Nothing is more important to a good parent than their kids, and the NKSL is fortunate to have many good parents. If you have any issues dealing with parents, look to your delegate for assistance.

**The NKSL website is a fantastic resource.**  On the site, you will find league rules, all of the resources you’ll need to handle your administrative duties, and a weekly posting of the top 12. The site is also your source for training videos for eDive and Meet Manager. **Please ensure that at least one dive & swim coach and all parents who will score the meets view these training videos**.

**Your delegate and I are here to help you in any way we can.**

I hope everyone has a fun, enjoyable and safe season!

Sincerely,

Jerry Wissman, President

**Each Coach should be aware of the following administrative duties:**

1. Handle issues with your Delegate. If you have problems, go to your Delegate. If you have complaints, go to your Delegate. If your delegate is not available, and you are at a swim or a dive meet, handle issues professionally with the meet referee.
2. Regular season swim meet entries are due **by 6:00 PM the day prior to the day of competition (typically Wednesday)**. Entries should be submitted by each team to the opposing team head coach, delegate, and Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com)
3. Regular season diving meet entries are due **by 12:00 PM the day of to the day of competition (typically Tuesday)**. Entries should be submitted by each team to the opposing team head coach, delegate, and Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com)
4. **The first set of updated team rosters are due to Jerry Wissman on Tuesday, June 1st, via e-mail by 4:00 p.m**. Thereafter, team rosters should be updated weekly with additions and deletions and e-mailed to Jerry along with the results from Meet Manager by noon Friday, beginning June 11th. Jerry’s e-mail address is: [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com)
5. Jerry will post updated rosters and the Meet Manager file on the league website by noon each Monday.
6. Please remember that diving top 12 only reflects that week’s competition. Swimming top 12 will be cumulative. We will publish weekly top 12 results on the NKSL website (www.swimnksl.com).
7. Every athlete **must** have a properly completed and **signed Parental Waiver & Release Form** (available on the Resources/Forms page of the website) before they can participate. This form can be completed digitally through Team Unify. **There can be no exceptions to this rule.**
8. There is a $15.50 per athlete participation fee, which is due by July 5th along with the insurance waiver forms. This fee covers insurance, champ meet awards and other expenses required to run the league. There is a late fee charge of $10 in addition to the participation fee for any athlete who joins the team after June 25th. We use the roster in the Team Manager as of June 25th to determine the fee. That is just one reason why it is very important that you are updating the rosters Jerry sends you each week with new additions **and deletions**.
9. **Make it a point to call or e-mail the coach of the team you are diving or swimming a few days before the meet.** This way you can find out any extra information you may need for the meet especially pertaining to lane assignments.
10. **It is very important that you keep the parents of your team informed about what is going on**. Use your website (if you have one), e-mail, and bulletin boards to keep them in the loop. Make sure they clearly understand how to sign their children up for meets, worker requirements and other expectations you may have.

**COMMUNICATION IS KEY**

* The League President will communicate important announcements through:
  + Email – direct emails from [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) or through the Team Unify website.
  + Text – please provide your mobile phone number to receive messages.
* Stay in contact with opposing coaches and delegates leading up to weekly meets
  + Email addresses for all delegates and coaches will be circulated by June 1.
  + Remember to email meet entries by the deadlines.

**2021 Rules Changes**

During the off season, the Board of Delegates discussed a number of issues and technically did not make any rules changes. They did, however, discuss several items which we wanted to incorporate on a provisional basis for one year primarily due to Covid-19. These provisional “rules” are:

1. All teams will be using Team Unify for team registration and meet entries. This will significantly change how we handle meet entries and seeding for meets. Teams will be able to send an entry file, entry report, and special seeding requests to the home team. The entry file will be imported into Meet Manager, the meet seeding, and manual changes made to accommodate special requests.
2. Each club may have their own occupancy requirements as dictated by current Healthy at Work guidelines. It is possible that a given club may have to restrict spectators to ensure all athletes, coaches, and workers can fit within their requirements. Healthy at Work guidelines may be changing or expiring during the season therefore coaches and delegates should communicate several days ahead of time, so all stakeholders understand the spectator rules for that week.
3. CDC and Healthy at Work guidelines will likewise be changing as the season progresses. All clubs are asked to comply with current guidelines as well as directives from the Northern Kentucky Health Department. If there is a government requirement in place, everyone must comply. If there is a government recommendation, individual clubs will determine the best course of action. At all times, stakeholders should always act in their own self-interest and take whatever health precautions they feel are prudent.
4. To limit the number of swimmers behind the blocks, the league will enact the following procedures this season:
   1. All events will perform “fly-over” starts where the heat that finishes will remain in the water until the next heat starts. This does not apply during 25-meter events or backstroke events.
   2. A clerk-of-course will operate for all age-groups. We will have one heat on the blocks, one heat staged six feet behind the blocks, and one or two heat lines up further behind the blocks or to the side of the blocks. As a heat starts, the waiting heats will advance one position. Swimmers advancing to the block should allow the swimmers that remained in the water to exit before moving to the blocks. Individual clubs will determine how they will mark the appropriate heat locations.
5. We will use one Timer / Recorder per lane. To assist in determining appropriate placement of the swimmers, we will utilize a “Picker” on each side of the pool at the finish end. There should be one picker form each team, if possible, and they should each have a stopwatch to assist the timers in getting accurate times.

**Important Training Information & Dates to Remember:**

Please mark the following important dates on your calendar:

**eDive and Meet Manager Training**: Training videos are available on the NKSL website. Click Resources, and training videos, or click the following link: <https://www.teamunify.com/SubTabGeneric.jsp?team=reclnkslky&_stabid_=102765>

Training videos should be reviewed by all computer operators prior to the first regular season meets. A training and Q & A session will be held for each program. The dates and locations are as follows:

eDive – Tuesday, May 25 @ 7:30PM via Zoom

Meet Manager – Thursday, May 27 @ 7:30P via Zoom.

Prospective attendees must email Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) for a link to the training sessions.

**Diving Officials Clinic**: Tuesday, June 1, at Beechwood Swim Club from 7 – 8:30PM. Attendance is required of all dive coaches and anyone from your club who plans to judge dive meets this summer

**Swimming Officials Clinic**: Thursday, June 3, at \_\_\_\_\_\_\_\_\_\_ from 7 – 8:30PM. Attendance is required of all swim coaches and anyone from your club who plans to officiate or start swim meets this summer.

**Champ Meet Meeting**: Monday, June 28 at Taylor Mill Swim Club. Diving is at 7PM; Swimming at 7:30PM. At this meeting you will receive All Star and Champ Meet entry forms. We will also go over very important information regarding the meets. Attendance is mandatory for all head diving and swimming coaches.

**Senior Information, Declaration & Mike Bresser Scholarship Essays**: Due to Jerry Wissman via email at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) by Thursday, June 24 @ 4:00 PM. Senior Swimmer Diver List, Senior Biographical Data and Bresser Scholarship Application documents are available on the Resources/Forms page of the website.

**Entry Forms for All Star Diving**: Due to Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) by Sunday, July 18 @ 4 PM.

**Entry Forms for All Star Swimming**: Due to Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) by Friday, July 23 @ 4PM

**Entry Forms for Champ Meet Diving & Swimming**: Due to Jerry Wissman at [nkslpresident@gmail.com](mailto:nkslpresident@gmail.com) by Friday, July 23 @ 4PM

**All Star and Champ Meets:**

All Star Diving – Oakbrook Swim Club, Wednesday, July 21

All Star Swimming – Five Seasons Sports Club, Monday, July 26

Champ Meet Diving - Beechwood Swim Club, Tuesday, July 27 (Boys) & Wednesday, July 28 (Girls)

Champ Meet Swimming – Taylor Mill Swim Club, Thursday & Friday, July 29 & 30