



## **Program and Staff Expectations**

### **Part 1-Mission and Vision Statement**

DART Swimming is a non-profit, public benefit organization. The coaching staff, which is certified by USA Swimming, provides high-quality coaching to support a premier, competitive, year-round swim program.

DART Swimming includes, but is not limited to, a year round competitive team, summer recreational team, learn to swim, USA Water Polo and the City of Winters Swim Team and swim lessons. The team attends local, regional and national USA swimming meets and events.

### **DART Swimming Vision Statement**

DART-Solano's vision is to improve individuals and Solano County through the sport of competitive year round swimming. DART teaches individual swimmers to progress in a team environment through commitment, enthusiasm and hard work.

### **Mission Statement and Objectives:**

- To provide excellence in coaching and programs to develop individuals to the best of their abilities to compete at all levels of swimming, from novice to the national level.
- To provide a team atmosphere that inspires swimmers to achieve their maximum potential as student athletes through work ethic, discipline, self-motivation and time management.
- To develop team unity where everyone encourages and takes pride in each other at all levels of competition.
- To instill a life-long love of swimming through enjoyment and participation.
- To provide a fun family environment where parents, swimmers and coaches participate in the team swim meets and other activities.
- To provide a culture of inclusion and opportunity for people of diverse backgrounds, including, but not limited to race, age, income, ethnicity, religion or gender.
- To be the premier aquatics organization in Solano County.

## **Coaching Certifications**

All staff are responsible to maintain all requirements for their position. This includes completing and submitting all paperwork and forms in a timely manner.

## **USA Swimming**

[Coaching Membership Requirements Checklist \(usaswimming.org\)](https://usaswimming.org/Coaching-Membership-Requirements-Checklist)

## **USA Water Polo**

<https://usawaterpolo.org/sports/2018/12/17/members-and-clubs.aspx#coaches>

## **Swim Instructor**

- CPR and First Aid
- Background check (if over 18)
- Work permit (if under 18 and high school student)

## **Lifeguard**

- CPR and First Aid for the Professional Rescuer/AED
- Lifeguard Training
- Background Check (if over 18)
- Work Permit (if under 18 and high school student)

## **Certifications, Training and Educational Assistance**

DART/SASO Swimming believes in assisting staff to continue to learn and grow. Opportunities throughout the year may be made available for staff, including local and regional clinics, guest speakers and more.

DART will include in each agreement with staff specific certifications that are reimbursable or will be paid for by DART.

DART/SASO Swimming also encouraged staff to become involved in our local and national governing bodies. This involvement includes governance, all star teams and camps and USA swimming athletes.

## **Job Duties/Expectations**

Coaches are required to fulfill the requirements of their job duties and description.

Coaches are expected to arrive to work on time and ready to start at their designated time. This includes any preparation for practice or lessons, including equipment such as kickboard, covers, etc. Use the 15 minute rule (15 before and 15 later.) Time can be used to talk about the upcoming practice as well as a quick run-down following practice.

Coaches are expected to follow the employee pool cover policy to maintain the safety of all participants.

Coaches are expected to take attendance on a daily basis. Attendance sheets or reports must be submitted to the head coach as required. Upon request by the head coach, employees must be able to submit an attendance report for the existing month within 48 hours.

Coaches are expected to lead by example. This includes being engaged while coaching, minimizing socializing with other staff while on duty and maintaining a positive attitude while working with swimmers.

Employees should ***Never Be Alone*** with a minor. If this situation were to arise due to pick up following a practice or event, another staff member should remain with the staff and swimmer.

Coaches should maintain attention to the swimmers and the surrounding area. Minimize conversations or cell phone use that would take away from safety or the opportunity to coach and teach.

### **Competitions (Swimming and Water Polo)**

Wear DART Attire at all meets. Arrive on time as per agreed and communicated to staff and athletes.

Coaches are responsible for organization of the coach and team areas. This may include bringing team tents and/or equipment. Parents can be recruited to assist with transporting team equipment and setup. Athletes can assist with setup with direction of the staff.

Coaches should bring meet items needed for the meet. This may include but is not limited to stopwatch, polo balls, lap counters, etc.

Coaches should coach from a designated DART coaching area unless they have communicated with their swimmers, families and other coaches.

### **Coaching**

Coaches should communicate an arrival time and warm up time for athletes. Coaches should supervise the warmups.

Athletes should check in with coaches when they arrive and check out with coaches when they leave.

Coaches should be actively coaching/teaching while at competitions. This includes direct feedback to the athletes (and possibly feedback to parents of younger athletes.)

### **Swim Meet Entries**

Lead Coaches should assist with and oversee entries for swimmers in their assigned groups. This includes reviewing online entries (Swim Connection/Fast Swims) as well as entries in our team site.

Coaches should read meet info sheets for any meets that their swimmers are attending prior to communicating any info to parents and swimmers.

The lead coach of each swim meet should send a list of all athletes who attend to the Team Admin for invoicing.

### **Water Polo Entries**

Coaches should read tournament info sheets for any tournaments that they are attending prior to communicating to parents and athletes.

The Lead Coaches will enter the team into approved tournaments or scrimmages. A list of athletes who were entered should be sent to the Team Admin for billing

### **Hosted Events and Competitions**

Leads should plan to assist with organizing, setting up, running and cleaning up at all hosted events. This includes water polo and swimming. A schedule and info sheet will be available for all staff for each event. Parent volunteers will be recruited to assist with these events.

### **Facilities**

DART Swimming is an outside community rental group at the various facilities that we utilize.

DART Staff is expected to maintain a safe and clean environment. Staff should follow USA Swimming, USA Water Polo and Facility safety rules.

This includes following all rules and regulations at all of the facilities that we use. Some general rules include:

- Staff should be the first person inside a facility and the last person to leave.
- All gates, doors and storage should be secured and locked following use.
- All equipment used by coaches and swimmers should be cleaned up and put away following use. Lost and found items should be placed in the appropriate area by coaches.
- All trash, water bottles, etc should be cleared from the pool area following use. Swimmers should be instructed to clean up, however, the ultimate responsibility will fall on staff.

- Pets are not allowed on campus or on the property of any of the facilities that DART practices at on a regular basis.
- Coaches should properly use all pool equipment (lane lines, wrenches, etc as well as communicate to the athletes.
- Smoking, drugs or alcohol are not permitted at any of the facilities or at any practices or events of DART Swimming. Alcohol is not permitted at events that include athletes, including meetings, events or online sessions.
- Coaches should not allow for unsafe practices at any facility.
- Backstroke is only permitted if there are flags at the facility.
- Staff are not permitted use of any rental facility outside of DART Swimming scheduled use.
- Food is not allowed on the pool deck. This includes gum.

### **Personal Appearance**

Discretion in style of dress and behavior of staff is important to the professional operation of the DART Swimming. Employees are, therefore, required to dress in appropriate attire and to behave in a professional and businesslike manner appropriate to the sport of swimming. Staff should use judgment in their choice of work clothes and appearance and remember to conduct themselves at all times in a way that best represents them and the DART Swimming.

DARTSwimming staff MUST wear a DART or sponsor shirt or other similar attire at all competitions. Other attire may be allowed at the discretion of the Site Lead (such as TYR, Sierra Nevada, USA Water Polo and USA swimming attire.) DART Swimming coaches will be provided with a variety of attire that can be worn at practice and meets.

### **Use of Cellphones While on Duty**

Staff should minimize any use of cellphones while on duty. Exceptions include DART Swimming business (checking times, meet entries, etc.), personal emergencies and other deemed appropriate by the Site Lead.

### **Pool Covers**

DART-Solano is responsible for taking off and putting on pool covers at all facilities. Any issues with not being able to take off or put on covers should be reported to the site lead. Designated staff will make the decision to leave covers off following practices where the wind does not allow.

All covers should be removed prior to using the pool. Exceptions will be communicated by division leads or the staff assigned to be in charge of the facility each day.

### ***Removing Covers***

All coaches should assist their group (swimmers) or take off pool covers.

- Covers should be taken off so that the edges of the cover are not in direct contact with either side of the frame of the cover reel. If the cover is in direct contact, the covers should be fixed.
- The cover reels should be on the cement section of the deck (away from the tiles.)
- Handles to take off covers should be left on the brake handles after use.
- Brakes should be fully engaged when taking off covers.
- 12 and under swimmers ARE NOT allowed to pull covers without direct supervision of coaches.

### ***Putting on covers***

- All coaches should supervise swimmers while covers are being placed on the pool.
- Handles should not be on the brake handles when covers are being put on-unless being used to remove the covers from the reels.
- Brakes should be fully engaged when putting on covers.
- Ropes may be used to put covers on if conditions are safe. 12 and under swimmers ARE NOT allowed to pull covers without direct supervision of coaches.
- Swimmers who are using the rope should do so with caution and supervision.
- Swimmers are NOT allowed to go underneath the pool covers.
- Swimmers are NOT allowed to stand or sit on the covers. In the event that a cover needs to be adjusted in the water, a coach should designate a swimmer with direct supervision.
- Covers will NOT be placed on the pool if conditions would become unsafe for the swimmers or coaches.