

**Florida Gold Coast
14 & U Meet Zone Coach
Application**

**Deadline
FRIDAY, May 26 , 2017**

**Meet will be held:
August 1-5, 2017
Tupelo, Mississippi
(No OW)**

Florida Gold Coast-14 & U Zone Coach Information

The Florida Gold Coast Zone Staff Selection Committee (Board of Directors) will select the coaches for the current year's zone team based on the following criteria and with the understanding that all selected coaches will agree to perform the duties and responsibilities listed within this document. In addition, all interested coaches must complete the attached application and sign the application thereby indicating that they will adhere and abide by the listed code of conduct.

SELECTION CRITERIA

1. Coaching applicants must turn in a completed application in a timely manner.
2. It is the preference of the Selection Committee to select only one coach from a team. However, should there be a shortage of applicants, the application process will be reopened and teams will have the opportunity to nominate a second coach.
3. All coaching applicants will be evaluated based upon the following criteria: a) years of club coaching experience, b) ASCA certification and education, c) FGC Coaching experience, d) Camp coaching experience and e) Swimming Clinics attended
4. Applicants for the Head Coach position will be evaluated based upon the above as well as their previously demonstrated abilities to lead and administrate effectively.
5. The FGC Selection Committee will select the Zone Head Coach. Once the Zone Head Coach is selected, they will approve the committee's recommendations for assistant coaches.

SELECTION PROCESS

Date:	Action:
May 5	Applications available to FGC Coaches-E-mailed to all FGC Coaches; posted on FGC Website & available at the FGC Board of Directors Meeting on May 23 rd (@ Plantation)
May 26	Applications due Friday, May 26th . E-mail to FGC Age Group Vice Chair Jennifer Gibson jennigibson60@gmail.com or Fax to Jennifer Gibson @ 954-463-0823.
May 30	Head Zone Coach will be selected
June 1	Assistant Zone Coaches will be selected

HEAD COACH DUTIES AND RESPONSIBILITIES

Pre-Meet:

1. Head coach must sign and abide by the USA Swimming Code of Conduct & FGC Travel Policies
2. Approve and support the FGC SELECTION COMMITTEE'S recommendations for the zone coaching staff.
3. Work with the FGC Team Manager to solicit swimmers, if necessary, due to low numbers
4. If possible, set-up regional practice sites for swimmers whose team may not be in the water after the FGC Long Course JO Championship meet.
5. Draft a general letter/e-mail to parents to distribute before the trip. Include within this letter general information such as warm-up times, relay selection process, FGC philosophy regarding relays, etc.
6. Obtain a printout of every participating swimmer's best times from SWIMS. This will be the official times list to be referenced for the creation of zone relays teams.
7. Obtain a supply of poster board, contact paper, or banner paper and opaque markers for communication at the meet.
8. Set-up all split books in advance of the meet using Hy-tek's Team Manager program.
9. Write the workout for Check-in/ Registration day TEAM practice and include practice coaching assignments.
10. Review the USA Swimming Code of Conduct with the entire coaching staff.
11. Attend and host-sponsored socials or meetings on Team Check-in/Registration day, if possible.

Head Coach Responsibilities at the Meet:

1. Obtain and review relay assignments from age group coaches. If necessary, verify controversial submitted best times with JO meet results.
2. Determine where team will camp and locate an area near the spectator seating for posting information for traveling parents.
3. Assist coaches with warm-ups.
4. Conduct all team meetings, especially a meeting on Team Check-in/Registration day with the entire team. Be sure to discuss team cheers, procedures, the swimmer code of conduct, etc. Make sure that there are regularly scheduled team meetings each day as the meet session set-up dictates.
5. Attend, with the FGC Zone Manager, all official Zone Administrative meetings. Disperse obtained information to entire coaching staff.
6. Once relays are finalized on Team Check-in/Registration/Practice night, post all information in two places - one for swimmers and one for traveling parents. Update these as necessary. Have all relays posted on Day 1 morning before the start of warm-ups.
7. Fill out all relay cards or assign another coach to complete this task.
8. Post all times for warm-ups for swimmers.
9. See that seeded heat sheets are highlighted and posted for swimmers.

Coach Duties and Responsibilities

1. Each coach must sign and abide by the USA Swimming Code of Conduct.
2. Each coach will be assigned an age group. The coach will be notified of their age group when they are selected as a part of the staff.
3. Coaches should obtain the SWIMS best times reports for their assigned age group from the Head Coach. They will use this report to create all their age group's relays. **Relay selection must be completed by the Team Check-in/Registration/Practice and turned into the head coach.** Any changes to the selected relays will be the responsibility of that age group's coach with the approval and notification of the Head Coach. Every effort must be made to notify any swimmers involved in changes as quickly as possible.
4. Each age group coach will be responsible for meeting with their age group at the Team Check-in / Registration / Practice.
5. Coaches will be given a deck assignment, which will guide them as to their on-deck responsibilities. Coaches may trade assignments with the knowledge and approval of the head coach. The head coach is responsible for the deck assignments and for overseeing the coaches on-deck.
6. Work collaboratively with other coaches to devise each day's warm-up schedule.
7. Watch athletes swim, keep feedback as general and as positive as possible. Provide splits and be an enthusiastic leader for not just your age group, but for the entire staff as well.
8. Additional duties as directed by the head coach.
9. Attend host-sponsored social on Team Check-in/Registration day if possible.

Coach Compensation

It is the goal of FGC Swimming to provide as much as possible for the staff. Each coach will receive a stipend as well as the following:

- FGC will provide the staff with hotel accommodations, 2 per room (if gender split is even; if not, Head Coach &/or Manager gets own room)
- FGC will pay travel expenses including airfare or IRS current mileage rate
- FGC will provide shirts (including polos) for every day of the meet.

Stipend/PerDiem will be:

\$1,500 Head Coach
\$500 Team Manager
\$500 Staff

Coach/Staff

1 Head Coach/3-4 Assistant Coaches/1 Team Manager/Chaperones

**2017 Florida Gold Coast Swimming
SOUTHERN COACHING APPLICATION**

Name:

Date:

E-Mail:

Phone (C):

Phone (H):

Staff selection Criteria

Years Coaching/Where: (specify your position)

Florida Gold Coast Coaching Experience: (All-Star, Zone-specify your position)

Camp Coaching Experience when/where: (specify your position)

Coaching Clinics Attended when/where:

Other relevant coaching accomplishments/ training:

Your current ASCA Certification and # of Continuing Education points:

Why would you be a good Zone coach?

Which age group do you enjoy working with the most?

Are you interested in being the FGC HEAD ZONE COACH?

I, _____ certify by my signature that my above answers are truthful. My signature also verifies that I have read and understand the Florida Gold Coast Zone Coach General Information sheet that includes the selection criteria/process, the duties and responsibilities of an FGC Zone Coach, on-deck coaching assignments, and the list of the coach compensation package. I also understand that if selected to staff, I will also have to sign a Code of Conduct & Travel Policies.

**Please return via email attachment to jenngibson60@gmail.com or see below
*DEADLINE TO BE CONSIDERED IS Friday, May 26, 2017!!***