

# **Florida Gold Coast 2024 Zone Coach Application**

**Deadline:  
Saturday- June 1<sup>st</sup>, 2024**

**Meet will be held:  
July 24- 27, 2024  
Midland, TX**

# **Florida Gold Coast-Zone Coach Information**

The Florida Gold Coast Zone Staff Selection Committee (Age Group Chair with the approval of the 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 on time.
2. It is the preference of the FGC Age Group Chair (& BOD) to select only one coach from a team. However, should there be a shortage of applicants, teams may have a second coach apply for consideration.
3. All coaching applicants will be evaluated based upon the following criteria: a) years of club coaching experience, b) FGC Coaching experience, c) Show of willingness to further their coaching education (i.e. Clinics attended; Volunteer work completed, etc.) d) Camp coaching experience, e) ASCA certification and education.
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 Age Group Chair (& BOD) will select the Zone Head Coach. Once the Zone Head Coach is selected, FGC Age Group Chair & Zone Head Coach will select the assistant coaches.

## **SELECTION PROCESS**

### **Date:**

### **Action:**

**May 1<sup>st</sup>:** Applications available to FGC Coaches-E-mailed to all FGC Coaches; posted on FGC Website.

**June 1<sup>st</sup>:** Applications are due **Saturday, June 1, 2024**. Scan & E-mail to FGC Age Group Vice-Chair Michael Averett ([agchair@fgcswim.org](mailto:agchair@fgcswim.org))

**June 5<sup>th</sup>:** Head Zone Coach will be selected.

**June 15<sup>th</sup>:** Assistant Zone Coaches will be selected.

## **HEAD COACH DUTIES AND RESPONSIBILITIES**

### **Pre-Meet:**

1. The head coach must sign and abide by the USA Swimming Code of Conduct & FGC Travel Policies.
2. Approve and support the FGC Age Group Chair's (& committee) recommendations for the zone coaching staff.
3. Work with the FGC Age Group Chair to solicit swimmers, if necessary, due to low numbers
4. If necessary, set up 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 the team entries and the zone relays teams.
7. Complete and submit the team entries on time.
8. Obtain a supply of poster board, contact paper, or banner paper and opaque markers for communication at the meet.
9. Set up all split books in advance of the meet using TeamUnify Software.
10. Write the workout for Check-in/ Registration Day, TEAM practice and include practice coaching assignments.
11. Review the USA Swimming Code of Conduct with the entire coaching staff.

12. 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. The coaching staff will work together on relays and the head coach will have the final approval and turn in relays.
2. Determine where the 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 Age Group Chair (or designee) & Zone Team Captains, all official Zone Administrative meetings. Disperse obtained information to the 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 & arrival/departure times each day for all of the athletes (whether they are competing for that session or not) Assign staff to be with each group departure to and from the hotel and competition venue - 2024 is parent travel - simply make sure the swimmers find their parents before leaving the pool.
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. While at the meet, this age group will be your primary focus! (i.e. 11-12 Girls; 11-12 Boys, etc.)
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 and 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. Assist in all areas of athlete supervision, whether at the hotel or competition venue.
9. Additional duties as directed by the head coach.
10. Attend host-sponsored social on Team Check-in/Registration Day, if applicable.

### **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, 1-2 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 all meals, except on travel days.

- FGC will provide shirts (including polos) for every day of the meet & any other team gear distributed.

**Stipend/Per Diem will be:**

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

***Coach/Staff***

1 Head Coach/4-5 Assistant Coaches & FGC Age Group Chair (or appointee)/2 Team Managers/Chaperones.

**2024 Florida Gold Coast Swimming  
SOUTHERN ZONE COACHING APPLICATION**

**Name:**

**Date:**

**E-Mail:**

**Phone (C):**

**Phone (H):**

**Years Coaching/Where: (specify your position)**

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

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**Coaching Clinics Attended when/where:**

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**Other relevant coaching accomplishments/ training:**

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

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**Your current ASCA Certification and # of Continuing Education points:**

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**Why would you be a good Zone Coach?**

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**Which age group do you enjoy working with the most?**

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**Are you interested in being the FGC HEAD ZONE COACH? Why?**

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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 for the staff, I will also have to sign a Code of Conduct & Travel Policies.

***Please return via email attachment to [agchair@fgcswim.org](mailto:agchair@fgcswim.org) or see below***

***DEADLINE TO BE CONSIDERED IS Saturday, June 1, 2024***