



# Winskill Dolphins Swim Club

## *Coach's Handbook*

Welcome to the Winskill Dolphins Swim Club coaching staff! We are excited to have you join our club in this important role, and look forward to a successful season.

The WDSC mission is to: *Provide opportunities that are focused on nurturing the growth and development of swimmers, coaches and volunteers so that all of our members have the highest possibility of belonging and success.*

As a Coach you are tasked with developing the skills of our younger swimmers, nurturing their confidence in the water and building group congeniality. The club also wants you, as a member of the coaching team, to develop your skills and confidence as a coach so that you are able to grow with the club in this role.

This document, the WDSC Coach's Handbook, provides valuable information intended to guide you through the season and outline the expectations of your role. It is your responsibility to read through the handbook in its entirety.

You will no doubt have questions as the season progresses. When this happens it is your responsibility to reach out to a senior member of the coaching staff. Please do not hesitate to do so, they are eager to share their knowledge and passion for coaching with you!

We wish you a swim season full of fun, excitement and personal development as a coach!

*WDSC Board*

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*NOTE: All information in this document is dependent first on WDSC Bylaws and Policies (HR, Code of Conduct, etc.) and separate employment contracts. WDSC is also bound by the BC Societies Act and BC Employment Standards.*

*All coaches should familiarize themselves with the WDSC Bylaws and Policies in addition to this Handbook.*

## **COMPENSATION**

### **Rate of Pay**

Non-contract (hourly) coach pay starts at minimum wage (\$15.65/hour) and moves up from there, in line with experience and performance.

Final rate of pay for non-contract coaches will be determined by the Head Coach and agreed upon by the non-contract coach.

The Head Coach and Assistant Head Coach are contract employees.

### **Hours of Work**

The hours of work for a non-contract coach will depend on the swim group(s) assigned to the coach.

The non-contract coach will agree upon estimated weekly hours with the Head Coach.

### **Tracking and Submitting Hours**

It is the responsibility of each non-contract coach to track the hours they work. In addition to their regular coaching sessions, non-contract coaches will be paid for their time spent working at the following:

- Coaches meetings
- Mini meets
- WDSC LMR Meet
- Other meets attended as specified by the Head Coach

*Hours must be submitted by the **second of the month** for the previous month (September hours submitted by October 2nd, for example). Failure to do so may result in pay being withheld until the next cheque cycle.*

### **Method and Timing of Payment**

Non-contract coaches are paid on a monthly basis, via cheque, on or before the 10<sup>th</sup> of each month.

## Coach's Clothing

As a WDSC Coach, it is important swimmers can identify you on deck.

Non-contract coaches are entitled to one long sleeve and one short sleeve WDSC branded coaching t-shirt each annual season. Please contact the BOD (admin@wskilldolphins.ca) for purchasing procedures.

The Assistant Head Coach is entitled to one long sleeve and two short sleeve WDSC branded coaching t-shirts and one jacket (or one pair of sweats or shorts) each annual season. Please contact the BOD (admin@wskilldolphins.ca) for purchasing procedures.

The Head Coach is entitled to two long sleeve and two short sleeve WDSC branded coaching t-shirts and one jacket (or one pair of sweats or shorts) each annual season. Please contact the BOD (admin@wskilldolphins.ca) for purchasing procedures.

## Expenses and Reimbursement

As a WDSC Coach, you are entitled to reimbursement for expenses incurred when working at a swim meet as follows:

- Mileage will be paid at \$0.33/km from your home to the destination pool and back again.
- Parking fees will be reimbursed in cases where free parking is not available. Receipts are required.
- Lunch will be reimbursed in cases where you are working *both* sessions of a swim meet on a single day up to \$20.00, provided a free lunch is not provided by the host swim club. Receipts are required.

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## PROFESSIONAL DEVELOPMENT

As per the WDSC mission, the Club's goal is to help nurture the growth and development of coaches. To this end, we believe in supporting our coaches through performance evaluations and mentorship opportunities. Swim BC also has an extensive list of requirements for coaches and we understand that this can sometimes be costly and time consuming to keep up with. Nevertheless, it is essential and the WDSC is here to support our dedicated team.

Swim BC requires that all registered coaches must complete CAC Safe Sport Training, Criminal Records Checks, NCCP Certification Requirements and the CSCA Screening Questionnaire. It is the coach's responsibility to manage their certification and registration requirements once the WDSC has registered the coach and they have access to their Swim BC accounts. There are different levels of coaching and different requirements for each level. Please visit the Swim BC website (<https://swimbc.ca/coaches/coaching-pathway/>) for more information.

WDSC wants to support Coach development and Professional Development is outlined in the WDSC HR Policy.

In their first year of coaching, the WDSC will reimburse coaches for their Criminal Records Check (\$28, online through Swim BC gateway) and pay an additional \$125 towards courses taken for certifications. The guidelines in the HR policy must be followed for reimbursement.

In their second year of coaching, the WDSC will reimburse coaches \$200 towards courses taken for certifications. The guidelines in the HR policy must be followed for reimbursement.

The third and continuing years, the WDSC will reimburse coaches \$300 towards courses taken.

Funds are not transferable from year-to-year and need to be claimed for reimbursement before July 1.

Please note the HR policy indicates that Professional Development is available when funds are available. If the club is unable to raise the necessary funds, Professional Development reimbursements may not be available. Please check with the Board of Directors ([admin@wskilldolphins.ca](mailto:admin@wskilldolphins.ca)).

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## **ATTENDANCE**

It is the responsibility of the coach to attend work as per the hours set out in their employment contract or that were mutually agreed upon with the Head Coach for non-contract coaches. It is important that you also review the WDSC HR Policy around attendance.

### **Lateness**

Unless otherwise agreed upon with the Head Coach, arrive 10 minutes prior to the start of your coaching session. This will enable you to prepare for your coaching session and supervise any early arrivals.

Occasionally, unforeseen circumstances arise that may delay a coach's arrival at the pool beyond their scheduled start time. If you anticipate that you will be late please advise the Head Coach as soon as possible. Habitual lateness may begin the discipline process. (See *WDSC HR Policy*)

## Planned Absence

On occasion there may be an important event that you need to attend instead of your scheduled coaching session. Arrange coverage of your coaching shift at least 3 days in advance and advise the Head Coach of the change.

## Illness

In the event that you are unwell and not able to attend your scheduled coaching session, contact the Head Coach as soon as possible so that coverage of your shift can be organized.

## Unreported Absence

An unreported absence is a serious offense. It may begin the discipline process.

## Inclement Weather

Occasionally weather conditions lead to the closure of our pools. In these instances, please do not travel to the pool for your coaching session.

When unsure about the status of the pool during poor weather, check the City of Delta website for updates or contact the pool directly:

- Winkskill Aquatic Centre: 604-952-3005
- Ladner Leisure Centre: 604-946-3310

A club-wide email will be sent out to all members alerting them of the pool closure(s).

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## **YOUR ROLE AS A COACH**

As a coach, you will be responsible for not only working with your swimmers while on deck, but also with communicating with their parents, often via email. This will ensure that each family's experience with the Winkskill Dolphins Swim Club is pleasant and productive.

Attitude is key in your role, as you are representing the WDSC:

- Have a positive attitude when dealing with kids, other coaches and parents.
- Be respectful to all members of the club and pool staff.

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## Communicating with Parents

Coaches must be ready to communicate with parents. Parents are not always sure of what to expect from a swim club experience and there can be anxiety in leaving their children with you. Communication of what the schedule is, what to bring to different activities/environments and what to expect is often very helpful. Emails should be proofread to ensure communication is clear and professional. It is okay to ask a senior coach or board member to proofread your emails if you'd like feedback.

At the minimum, you will need to email families at the following times:

### 1. Start of Practice Session

Before the start of each session (Fall, Winter and Spring) coaches will receive a list of athletes specific to each assigned group. Each list will include the following:

- Name of swimmer, age
- Name of parent
- Email of parent
- Medical and Emergency Information

Prior to the start of the swim session, email the parents on the list, introducing yourself as their child's coach, reminding them of the date/time/location of the practice, and outlining what the swimmer needs to bring to each practice.

[See Template A for an example email.](#)

*Note:* When two coaches split the practice sessions for a swim group (for example one coach on Mondays and another coach on Wednesdays), indicate this in your email.

### 2. Registration for Events

In your coaches meetings, the Head Coach will review upcoming meets and events with you. These will also be posted on the website. When an event or swim meet is posted that is appropriate for your swim group, email your parents to tell them:

- about the meet or event (a brief description of the event is great)
- recommend they register (and explain why)
- tell them how to register and what the deadline is

[See Template B for an example email.](#)

### 3. Mini Meets

Three days prior to a Mini Meet, email your swimmers' parents with the following information:

- Date of Mini Meet
- Time that swimmers should arrive on deck; anticipated end time
- List of items swimmers should bring with them
- Outline of what the swimmers can expect (number/type of events)
- Confirmation of where parents should be located during the meet (if not volunteering, then in the lobby)

[See Template C for an example email.](#)

### 4. LMR Meet

Three days prior to the LMR Meet, email your swimmers' parents with the following information:

- Date/location of LMR Meet
- Time that swimmers should arrive on deck; anticipated end time
- List of items swimmers should bring with them
- Outline of what the swimmers can expect (number/type of events)
- Confirmation of where parents can be located during the meet (if not volunteering then on the bleachers)

[See Template C for an example email.](#)

### 5. Report Cards

Depending on the swim group, coaches may be required to send a report card home in December and in the Spring. A template will be provided and discussed during coaches meetings.

Report cards are provided to the following groups:

- Mini Dolphins, JDB and JDG

### 6. Concerns/Conflicts/Feedback

You may receive communication that you are unsure what to do with, or need to discuss a concern with a parent that you aren't quite sure how to navigate. While communication is essential and should always be kept positive, it is not always easy. If you find yourself unsure of how to handle a situation, please do not hesitate to reach out to a senior coach, your Head Coach and/or a Board Member. Learning opportunities happen all the time and a solid community helps one another find the best paths forward. Sometimes it is best NOT to email, but to seek help and get support.



## 7. New Swimmer

If you receive a swimmer part way through the season, be sure to send their family your initial, beginning of the season, welcome email (Email Template A).

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### Practices

Your success as a coach depends on being organized, enthusiastic and mindful of the capabilities of each group of swimmers you are working with. A safe learning environment is imperative to both the physical and mental aspects of the sport.

#### Attitude

- Display good sportsmanship; lead by example.
- Smile, praise and acknowledge hard work and effort.
- Encourage and regularly remind swimmers that they may not be able to do particular strokes to the exact requirements legally.
- **Make it fun!**

#### Pool Set Up

- Set up pool area.
- Set up lane line.
- Set up equipment needed: kick board, noodle, fins, marshmallows.
- Put workout on a blackboard.

#### Before Entering the Water

- Take attendance.
- Lead the group in stretching.
- Assist with moving kids into proper lanes.

#### In the Water

- **Be organized!**
- Change format and activities when required to keep it interesting
- Swimmers should be actively engaged for the majority of the training session!!
- Ensure equal opportunity for all swimmers.
- Give age-appropriate feedback to your swimmers.
- Always keep the swimmer's development age in mind.
- Make workouts challenging but achievable.
- Make sure skill development is progressive.
- Include activities that develop non-competitive team work and team building games.

- Use different coaching methods. Try to appeal to all types of learners. Demonstrate skills visually on land and in the water.
  - Involve all swimmers.
  - Keep instructions simple and clear.
  - Ensure kids are listening to coaches and volunteers.
  - Be ready to go into the water to demonstrate or fix mistakes.
  - Notify the Head Coach of any issues (behavioral attitude or technical problems)
  - Use lots of purposeful praise of effort and feedback!
  - Try to understand what motivates your swimmers.
  - Ask questions of the Head Coach if unclear or unsure of any situation!!
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## Mini Meets

- Make sure an email is sent out before meets in a timely fashion with the correct information (see [Communicating with Parents](#)).
  - Be ready to get in the water with your swimsuit on.
  - Arrive at the pool first to greet the young swimmers.
  - Help divide kids into groups.
  - Make sure kids are following the rules.
  - Supervise all parts of the pool (deep and shallow ends) where kids are playing.
  - If you are also competing in the Mini Meet, ensure you organize supervision of your group before heading to your race; return to your group after your race.
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## LMR Meets

- Make sure an email is sent out to parents before meets in a timely fashion with the correct information (see [Communicating with Parents](#)).
- Before Warmup
  - Check in with Head and Assistant Coaches at your assigned arrival time
- Warmup
  - Arrive at designated time set out by the Head Coach.
  - Help find parents and kids that have not 'checked in' with you.
  - Activation and dryland: lead stretching.
  - Assist in getting kids into correct lanes.
  - Help get kids out of the water at the conclusion of warm up.
- Races for Younger/First Time Swimmers
  - Let ready-area volunteers know you are assisting with 8 and under or first time participants, and help when required
  - Assist with moving littles ones around the pool deck.
  - Try to stay with the 8 and unders before and immediately after their race.

- If one of our swimmers is missing, help to locate them
  - Throughout the meet
    - Treat everyone with respect.
    - Always be polite and patient.
    - Assist kids/parents/board members when possible
    - Ensure kids know what they are swimming or where they need to be
    - Be energetic: lead cheers!
  - End of meet
    - Assist with tear down and clean up if necessary
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## Email Templates

Please use these templates to help guide your communications with families.

### Template A

Dear Families,

My name is Jenny and I will be your child's coach this season for the Age Group Blue group. I have been coaching for 2 years and am looking forward to getting to know and support your swimmer this season.

Our practices are on Tuesday and Thursday afternoons from 3:45 to 5:45pm.

Please be sure to arrive at 3:40 so that your swimmer is ready to go at 3:45. We will spend the first 20 minutes doing dryland and activating. Your swimmer should be dressed in comfortable clothing and runners. After dryland, they will change into their suits and get into the pool. If your child is comfortable with a swim cap, please ensure they have one. If not, they should have long hair tied back. Swimmers also need a comfortable suit, goggles and water bottle.

If you have any questions at any time, please feel free to contact me at this email address.

Jenny

### Template B

Dear Families,

We have a meet coming up that would be perfect for your swimmer to sign up for. It is called the Fall Festival and will be at Watermania in Richmond on October 4. This is a small meet and has short events that would be ideal for your swimmer to try out competition with.

You can go to our website, login and then click on "Meets and Events". Then sign up for the

Fall Festival. More meet information can be found there on the website, too.

The deadline for registration is September 25.

If you have any questions, please let me know.

Jenny

### **Template C**

Dear Families,

Our Fall Festival swim meet is this coming weekend. Here are all the details you need for this meet:

1. Warm up is at 7:30am. Please have your child on deck at Watermania (14300 Entertainment Blvd, Richmond, BC V6W 1K3) by 7:15am so that we can activate together.
2. Your child will be swimming the 25 free, 25 back and 50 breast. They will be done swimming around 1pm.
3. Your swimmer will be sitting with all the other WDSC athletes and I will check in with your swimmer before and after each of their races. Parents may sit with their swimmer, as well.
4. Please be sure your child comes to the meet with their suit, goggles, WDSC swim cap, several towels, warm layers of clothing, water bottle and healthy snacks.
5. Attached to this email you will find a session report and the meet package, both with more details about the meet if you want them.

I look forward to seeing you soon. Please let me know if you have any questions.

Jenny