

Team Minnesota

Zone Manual



Year At A Glance Task Calendar

December

1. Head coach(es) meets with Age Group Chair to discuss upcoming Zone Meet
2. Administrators meet to discuss zone theme and apparel
3. Administrators meet with Jeff from Elsmore about apparel
4. Update the assistant coach application
5. Create event for next year's zone on the Team MN website. This event is purely for families to start receiving email communications regarding zone meet.
6. Email MSI contact (2015 was Cassy Shapley) with information to send to all Minnesota head coaches. This email should include information on how to set up an account on the Team Minnesota website as well as any other important information important to that year.

January

1. [Assistant coach applications](#) on MSI website
2. Age Group State fliers - design and print (400 total - half sheets)
3. Age Group chair- sends email and mentions assistant coach application on MSI website

February

1. Assistant coaches selected by Zone Administration Team & Age Group Chair
2. Email selected coaches with expectations and bio request
3. Contact assistant coaches who were not selected
4. Create news item on website informing families who the coaches are
5. Generate team logo ideas
6. Meet with Jeff Brown (Elsmore), order coaches polos for Age Group State Meet
7. Zone coaches answer questions at Zone table at Age Group State meet in March
8. Zone Admin talk to officials and coaches at State Meet about Zones.
9. All Zone coaches should be advocates for the Zone meet by mentioning it at coaches meeting at meets and answering questions
10. Update Website with Central zone info and send email
11. Update website with Open Water info and send email
12. Create event pages on Team MN Zone page for Open Water and AG Zones

March

1. Approve team logo
2. Zone team info handed out at AG State
3. Have Team MN website ready before AG State - by March 1st if possible - with Credit card available to enter
4. Set up zone table (1 or 2 sessions only, only 1 or 2 staff needed) at age group state to answer questions.
5. Send email to all Minnesota Swimming coaches through MSI include information on zone table at age group state and account registration information.

6. Link to officials application for Central Zone Meet
7. All zone coaches should be advocates for Zone Meet by mentioning at coaches meeting at meets and answering questions

Registration Website Process:

Make all T-Shirt, Jacket, Shorts pull-down for sizes. This makes updating spreadsheet easier since all fields will be the same. Maybe place an option for Package 1 or 2, so this gets filled as well for needing to order Jackets.

Apparel Account and Information:

Account Name: TeamMNApparel@gmail.com

Password: SwimmingMN*

If you have any issues with any of the spread sheets or forms, feel free to contact Dianna Mollenhauer. She was the person who set all of the accounts, sheets and forms:

dmollenhauer@gmail.com.

All information regarding ordering for spreadsheets and how to are located on the drive for this account.

April

1. Send email to coaches regarding travel plans
2. All zone coaches should be advocates for Zone Meet by mentioning at coaches meeting at meets and answering questions
3. Organize Team Dinner (location and caterer if needed)
4. Meet with Jeff (Elsmore) - Finalize packages for apparel for both pool and Open Water
5. Set pre-registration deadlines
6. Send email to all Minnesota Swimming coaches through MSI include information on pre registration.
7. Administrators answer Zone questions as they come in from parents and coaches
8. Give a short presentation of open water and pool zones at the House of Delegates meeting.

May

AG Zones

1. Finalize travel plans - travel and hotel
2. All zone coaches should be able to be advocates for Zone Meet by mentioning at coaches meeting at meets and answering questions
3. Administrators answer Zone questions as they come in from parents and coaches

Open Water Zones

1. Open Water Zones registration closes
2. Finalize Open Water zones travel
3. Conduct preliminary check in with Head Coach and Open Water Coach
4. Finalize open water apparel orders and participant sizes, and communicate this to Jeff Brown
5. All zone coaches should be able to be advocates for Zone Meet by mentioning at coaches meeting at meets and answering questions
6. Administrators answer Zone questions as they come in from parents and coaches

June

1. Talk to U of MN Aquatics Manager to discuss desired location for Zones table at LC State Meet
2. Email Coaches regarding staffing Zone Table at State - everyone should take 2-3 shifts to cover all the time slots - Time slots are 2 hours long, starting at 10am and going until 8pm each day of the meet.
3. All zone coaches should be advocates for Zone Meet by mentioning at coaches meeting at meets and answering questions
4. Administrators answer Zone questions as they come in from parents and coaches
5. Attend open water zones
6. Open Water Zones wrap up

July

1. Send out pre-registration closing date reminder through Team Minnesota website
2. Send email to all Minnesota Swimming coaches through MSI with a pre registration date reminder.
3. When pre-registration closes, send confirmation email to families and final numbers and info to Jeff at Elsmore by noon the next day.
4. Contact team hotel with coaches rooming list and credit card authorization provided by MSI
5. Complete entries (Head Coach) - commit athletes to meet, create ID's (if necessary)(Registration person at MSI is helpful when times don't show up for an athlete- usually an ID problem), enter events for athletes - this needs to be done the day after pre registration closes to be sure all pre registered athletes qualify for the zone meet before apparel is ordered.
6. Take pre-orders for superfan shirts
7. One week before State - talk to U of MN Aquatics Manager to get account set up for the fast internet at the U of MN.
8. Immediately following State - Connect with hotel to confirm coaches' hotel rooms.
9. Administrators answer zone questions as they come in from parents and coaches
10. All zone coaches should be advocates for zone meet by mentioning at coaches meeting at meets and answering questions

At State Meet

1. Be sure to have zone table staffed Friday, Saturday and Sunday with 1-2 people. Try to have at least one of the Head coaches or Admin Team members at the table for each time slot. - See State Time Line and Staffing document in the State Timeline Folder
2. Thursday and Friday will be apparel pick up for pre-registered athletes only. Saturday and Sunday is registration for new athletes.
3. Work with times coordinator during state meet to have times from state meet loaded on Friday and Saturday and of course as soon as possible after the meet is completed.
4. Head coach is responsible for completing entries on the Monday after state meet: finalize entries and email to families, send entries to age group coaches, print out Team Unify relays.

1. August

Send Zones survey

Send awards to club teams

2. Finalize billing
3. Turn in all w-9 forms and travel forms to MSI
4. Turn in all receipts from zone charges to MSI
5. Zone administrators complete self evaluation

September

1. Zone wrap up- Head coaches and Zone managers meet to wrap up
2. Book team hotel block (check this block every few weeks to see how it fills out) after convention

Job Descriptions

Head Coach - Responsible for all “wet side” zones responsibilities including but not limited to the following:

- Completes and submits all open water and pool competition entries
- Updates event pages for both Open Water and Pool Competition on the Team MN Website and uploads all important documents

- Works closely with the Team Manager to organize apparel orders
- Plans team building activities for team dinner and trains assistant coaches on facilitating and implementing them
- Acts as a liaison between parents and coaches at the Zone Meet, as well as with the Central Zones Staff and meet management personnel
- Works closely with MSI and Age Group Chair, while maintaining budget awareness
- Assigns assistant coaches with tasks and trains them in on policies and procedures
- Makes self available for Zones questions December-September 1

Team manager - responsible for all “dry side” zones responsibilities:

- Manages Team Minnesota website and Twitter accounts throughout the year with any updates and important news items
- Works closely with the Head Coach to organize apparel orders
- Plans logistics of team activities including team dinner location, catering, etc. and spirit night swag and activities
- Acts as a liaison between parents and coaches at the Zone Meet
- Records apparel orders and manages billing’
- Works closely with MSI office regarding billing, budget and payments
- Delegates duties to the Assistant Team Manager that are aligned with that individual’s strengths
- Makes self available for zones questions December-September 1.

Assistant Team Manager

- Works closely with the Team Manager to fulfill “dry side” duties
- Acts as support to the Team Manager
- Makes self available for zones questions February-September 1.

Assistant Age Group Coach

Assistant coaches will be responsible for Zone Team activities delegated by the Head Coach, including supervising and coaching their assigned part of the team, designated by age group and gender. Ideal candidates will have strong organizational skills to manage their part of the team. In addition to the aforementioned requirements, all assistant coaches are expected to do the following:

- Maintain open communication timely with Zone Head Coach and Zone Team Manager.
- Be available for a portion of one session of the Long Course State Meet to meet

and introduce themselves to parents and athletes

- Attend all sessions of Zone Meet in which their group is participating
- Attend all finals sessions of the Zone Meet
- Have a valid USA swimming membership and coach certifications.
- Research, construct and form the fastest relays for their designated age group, using information provided by the Head Coach, and in accordance with the relay policy
- Communicate with parents and athletes in a positive and professional fashion

Policies

Relays:

The Team Minnesota coaching staff will select all initial relays based on best long course times in SWIMS within the qualifying period. Athletes who desire to be considered for relays must meet all of the following conditions:

1. On-time attendance for team picture and practice on Thursday afternoon.
2. On-time for all meet warm-up sessions.
3. Demonstrate good sportsmanship and following the Team Minnesota Code of Conduct.
4. Relays can change based on times achieved at the zone meet.

All relay decisions made by the coaching staff are final, and not subject to appeal.

Team Minnesota

Swimmer Code of Conduct

The purpose of this Code is to promote the best possible team and individual impression at all times, and to acknowledge each individual's responsibilities as members of our team.

Part I – General Conduct

1. All participating Team Minnesota members shall abide by this Code of Conduct.
2. Curfews will be strictly obeyed unless participant has contacted the Head Coach and the Team Manager(s) for an extension and it has been approved.
3. The use of alcoholic beverages is forbidden.
4. The use of drugs other than those prescribed by your physician or over the counter drugs described on the medical release form is forbidden.
5. The use of tobacco products is forbidden.
6. The use of fireworks is forbidden.
7. Indiscreet or destructive behavior will not be tolerated. Every effort should be made to avoid guilt by association with such activities.
8. Swimmers will treat their membership on Team Minnesota as a privilege and personally acknowledge those responsibilities associated with it.

Part II – Violation of the Code of Conduct

Alleged violations of the Code of Conduct will be handled according to the procedures outlined in the MSI Zone Guidelines. Zone staff and volunteers, including coaches and team managers, have the power to impose penalties for violation of this Code. Penalties include, but not limited to, the following:

- The swimmer(s) will be scratched from the meet.
- The swimmer(s) will be sent home immediately.
- The swimmer(s) will forfeit their privilege of being a member of Team Minnesota.

Part III – Right to Appeal

Swimmer(s) have the right to appeal any decision that may remove them from the Zone Team, to the Central Zone Panel and then to the MSI Board of Review. Understand that if the decision of the Central Zone Panel is appealed to the MSI Board of Review, the Board of Review may decide to impose further sanctions upon the swimmer(s) as a result of the action that was disciplined.

I hereby agree to abide by the rules of conduct set forth in Part I above and acknowledge that, should I violate any provision of Part I, I will be subject to disciplinary actions as set forth in Part II, including suspension.

Parent's Code of Conduct

Team MN is committed to providing our athletes with an environment that will enable them to achieve their potential as well as an environment in which all individuals (athletes, coaches, staff and families) are treated with respect. An encouraging parent goes a long way in the development and achievement of a swimmer and effects the environment that they train / compete in. We like to promote a supportive atmosphere for all of our athletes and families. Support your swimmers' sport of choice!

- I will conduct myself at all times in a manner consistent with the values of the Team MN and MSI, which include sportsmanship, integrity and excellence. This pertains to interaction with all athletes, other parents, officials, staff and coaches.
- I will refrain from comments or behavior that is disrespectful, offensive, racist, abusive or sexist.
- I will not engage in destructive gossip regarding coaches, staff, parents, athletes or officials.
- If I have questions or concerns with respect to my child's swimming, I should contact the head coach directly.
- I will not approach coaches or officials on the swim deck during swim meets or practices. Instead, I will arrange to meet with coaches before or after the sessions.
- I will encourage a healthy lifestyle including nutritious foods and adequate sleep.
- In support of team spirit and unity, I will ensure that my swimmer will have the proper equipment and team attire.
- I will be supportive of my child and the team at all times, regardless of performance level.

- I will ensure that my swimmer understands that internet web sites, such as, but not limited to, Facebook, on which people socialize and exchange information, shall not be used to post remarks or pictures that can be considered inflammatory, degrading or in poor taste toward any other athletes, coaches or volunteers.

A productive and safe atmosphere promoting camaraderie and family values is accomplished through the collaborative efforts of our parents, athletes, coaches and staff. With these values in mind, I understand that failure to comply with these Codes may result in appropriate action as determined by the Board of Directors, up to and including termination of membership.