

**YELLOWKNIFE POLAR BEAR SWIM CLUB**  
**COACHING HANDBOOK AND NOTES**  
**September 1, 2006 Edition**

Thank you for agreeing to assist as a Coach for the Yellowknife Polar Bear Swim Club. Competitive swimming is an exciting and rewarding sport that offers plenty of opportunity for swimmer (and family) success.

***Your role as a leader in this sport is critical to a positive experience by the swimmers.*** Please take a moment to review the material provided with this package and if you have any questions feel free to contact me at:

Ian Legaree  
920 4290 home  
873 7781 work / 445 6000 cell – urgent calls only please  
[ian@ykpbsc.nt.ca](mailto:ian@ykpbsc.nt.ca)  
6 Bromley Drive Yellowknife, NT  
X1A 2X8

Please note: I travel with my work on a fairly regular basis. If you do not hear from me within 24 hours please call my wife Shawna and she will forward your message.

### **Program Philosophy**

The Yellowknife Polar Bear Swim Club philosophy is contained in the Club's Handbook. A copy is on the Club's web page ([www.ykpbsc.nt.ca](http://www.ykpbsc.nt.ca)). Please review this as soon as possible. If you do not have access to the Internet a copy of the Handbook will be provided to you.

In general, I believe that each and every swimmer has potential and can go as far they want to in swimming.

As coaches, it is our job to encourage swimmers and provide positive reinforcement; guidance and knowledgeable instruction so that they and their families have fun, get fit and advance in swimming as far as they can.

Please remember that there will be occasions when swimmers and or their parents express frustration, are distracted or are disobedient. Please deal with swimmers fairly by outlining your expectations at the start of the season and each practice. Discipline should be fair and consistent. If you have difficulty dealing with a swimmer or their parents please check with me.

## Interesting Things to Know

### 1. Schedules

- ◆ Weekly schedule - shows which time each group normally attends practices.
- ◆ Pool lane assignment schedule – shows which lane each group is assigned to. I have highlighted these. Please review carefully as groups sometimes move around at 15-minute intervals. If your group code appears twice in a lane that means that you only get one lane for that time period. The S/D symbol means shallow end and or deck (usually for warm-ups).
- ◆ Schedule – shows practices, cancelled days (for holiday etc), buddy swims and time trials.

2. Canadian Swim Coaches Association application – please fill this out and return it to me. Don't worry about filling in the category of coach. I will do so. The Club pays the costs for this membership as well as membership to the Alberta Coaches Council. Swim Alberta requires membership in both organizations.

3. Swim Alberta Meet format summary – a schedule of out of town and local meets is under development and will be forwarded shortly.

4. Swim Alberta time standards – check with Club's web page or the Swim Alberta web page ([www.swimalberta.ca](http://www.swimalberta.ca)).

5. Time sheets – for coaches who chose to be paid please check with Ian on rates. Coaches can also choose to volunteer their time.

Time sheets are available in the 'Coaches Drawer' under the trophy case at the pool. Please fill these in and place them in my mail slot in the drawer at the end of each month. The Treasurer will forward a cheque to you.

6. Key – each coach will be issued a key for the 'Coaches Drawer' and Equipment box. Please check your mail slot regularly for information from me. If you wish to leave me something you can place it in my mail slot.

7. Learning and Fun – remember to encourage the development of a learning and fun environment in your swimming group.

8. Questions – please feel free to contact me if you have any questions.

Ian Legaree  
Head Coach  
Yellowknife Polar Bear Swim Club