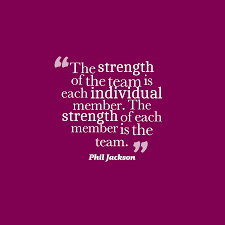
**Team Mascot:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Country**

**Team Colors:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Motto:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Team Positions**

**Team Job Descriptions**

* Everyone on team must be active in completing their jobs weekly.
* A significant portion of your team grade will be based on the success and completion of team member jobs each week!
* Head coaches make sure you are staying up to date on your binder and holding your team members accountable each week for their jobs.
* JOBs are NOT limited to what is listed on the assignment sheet.

|  |  |  |
| --- | --- | --- |
| **Head Coach**   * Meet with teacher weekly regarding plans for the week. * Coordinate and work with team and individuals to check in on job responsibilities. * Lead assigned workouts. * Maintain Team Notebook – checked each week. * Meet line-ups. * Lead meet warm-ups. * Assure meet transitions happen quickly and efficiently. * You must communicate with your assistant head coach FREQUENTLY. * Set up a method of communication with team members. | **Assistant Coach**   * Must fill in when head coach is not there. * Check-in person for the team. Meaning they may come to you with issues to address to the head coach. * Assign duty jobs for meets * Lead Dryland warm-up activities * Aid Head coach in jobs the head coach needs assistance with. | **Equipment Managers**   * Responsible for making sure everyone has the appropriate equipment for practices and meets. * Check with Head coach for materials needed each day. * Set up and clean up for meets. * Maintain equipment room. * Set out meet equipment (clipboards, stop-watches, timer sheets, whistle, starter system, lap counters, white board). |
| **Statistician**   * Updating binder record sheets with:   + Meet results and scores   + Team member times (from meets and dryland activities). | **Public Relations**   * Responsible for signs and posters to promote their team – to make your team visible!!! * Take photos throughout each week. * Team photo collage (1 per week). * Special project (this is your team’s choice – i.e., shirts, caps, or something to show team unity). | **Spirit Coordinator**   * Responsible for organizing and coming up with team cheers. * End of class break out cheers. * Beginning of meet cheers * Organizes cheering during the meets. |
| **Character Ambassador**   * “catch them showing character” positive notes. * Positive quotes each day for team revolving around the themes of the week. * Awarding character matters certificates each week to team members. * Take pictures of character matters certificate winners, print and place on character matters board. |  | |

**Swim Meet Duty Team jobs**

Official training for the duties will occur the week before the first meet.

* **Head Starter** – Announces heats that are up & announces heats on deck; Starts the heats; watches relay starts for legal take offs. Must have a whistle for announcing heat and calling them up to the block.
* **Place judge** – must keep track of the placement of each heat (1st, 2nd, 3rd, 4th) and record on official meet document for team scoring. This person also has the official start watch for the meet (used for back up watch if timer watch fails).
* **Timers (4-6)** – timing and recording each swimmer’s times.
* **Officials (2)** – makes sure swimmers strokes and turns are legal (i.e., 2 hand touches, legal kicks or breakouts, etc.)

**Olympic Season Rubric**

* As a team you will earn a grade based on the rubric below. Each job has a specific grade for their roll that is incorporated into the overall team’s grade. Make sure you understand the requirements of your job. You will each be given a specific rubric that shows the requirements of your job.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Element** | **4** | **3** | **2** | **1** | **0** | **Grade** |
| **Team Notebook** | All elements of notebook are included; organized and great visual presentation. See rubric for the notebook | Missing 1 -2 elements of notebook; somewhat organized, good presentation, maybe be a little generic. | Missing more than 3 - 4 elements of notebook; not organized; looks quickly put together | Missing more than 4 elements; not organized; hard to find items and is very messy. | Not present | \_\_\_\_/4  X 4 =  \_\_\_\_\_\_\_ |
| **Head Coach** | Coach has completed all tasks on time, with zero to minimal prompting. Has everything prepared and organized. Has lead with positive attitude and respect for all team members. | Coach has completed the tasks, but needed prompting. May have been late or just putting line up or assignment together at beginning of class. | Coach was late or missing 1-2 elements. Needed significant prompting. May have missed a binder check; or binder not ready or mis-organized. | Coach was late on assignment or missing tasks frequently. Had to be reminded of leading with respect frequently. | N/A | \_\_\_\_/4  X 2 =  \_\_\_\_\_\_\_ |
| **Assistant Coach** | All tasks were completed on time, with little to no prompting. Lead with positive attitude and respect for team. | Completed tasks but needed to be prompted often. | 1 -2 Late or missing tasks. | Missing more than 3 tasks and had difficulty leading group with positive attitude and respect. | N/A | \_\_\_\_\_/4 |
| **Equipment Managers** | All tasks are completed on time with little or no prompting. All equipment is correctly set out and cleaned up. Completes job with a positive attitude and works well with other team’s equipment Managers. | Tasks are completed but needed prompting. May have missed some equipment. Still equally shared the duty with the other team’s equipment managers. | Task are completed, but were completed by the other equipment managers. | Frequently did not help with set up and clean up of equipment. Needed to be reminded of completing with a positive attitude. | N/A | \_\_\_\_\_\_/4 |
| **Statisticians** | Has completed all requirements on time. Stat reports and record keeping is organized and easy to read. | Completed requirements but late on 1 record update. Needs to work on neatness or organizations | Late or missing 2-3 updates. Binder section is unorganized. | Missing more than 3 updates; someone else on team had to complete the updates. Binder sections not complete | No update or record sheets made. | \_\_\_\_\_/4 |
| **Public Relations** | Has completed all requirements: See guidelines in attachments.   * 2 posters completed on time. * Weekly collages on time * Special project | Missing 1 required element. However, projects that have been turned in still look well put together with a lot of effort. Visually very creative. | Missing 2 elements. Projects look quickly put together at last minute. | Missing more than 3 elements. Projects are not elaborate or very basic and messy. | Not present | \_\_\_\_/4  X 2 =  \_\_\_\_\_\_ |
| **Spirit Coordinator** | Has completed all requirements with no prompting and a great positive attitude. | Had to be prompted to organize cheer, or was unprepared with cheers. | Missed cheers on several occasions; team was unorganized or unenthusiastic during cheers. | Frequently did not complete cheers; or not prepared for cheers. | No cheers or spirit present throughout the season | \_\_\_\_\_\_/4 |
| **Character Ambassador** | Has completed all requirements with little or no prompting. On time and had a positive quote every day. | Had to be reminded or prompted to complete tasks and may have been late 1-2 times. | Late more than 2 times on certificates and/or pictures for CM wall. | Late or missing more than 3 elements. Or someone else on team had to complete. | N/A | \_\_\_\_\_\_/4 |
| **Closing Ceremony Awards** | All awards are present and look professional, colorful and neat | Awards are generic, or appear to have been put together last minute |  |  | Not present | \_\_\_\_\_/4 |
| **Overall Team Character** | Based on average score assessed from each meet |  |  |  |  | \_\_\_\_\_/4 |
| **Meet Duties** | All meet duties were performed in a timely manner. Every team member knew what their responsibility was and how to execute it without coach having to intervene. | Meet duties were accomplished; some intervention by coach to make sure duties were executed. May have needed a little nudge to hustle to complete meet on time. | Meet duties were accomplished but with intervention from teacher. |  | Meet duties were not completed | \_\_\_\_\_/4 |
| **Team Cheer** | Cheer was appropriate, demonstrated sportsmanship, creative, confident and present at all meets. | Cheer was appropriate, generic. Need to work on memorizing cheer. | Same as 3 but had to be reminded to perform cheer or cheer was too quiet to hear |  | No Cheer | \_\_\_\_\_/4 |
| **Team Presence**  **Spirit** | Outstanding visual demonstration of team (see guidelines). Everyone on team participated and was definitely noticeable. | Good visual demonstration of team. Members of team made a good effort to be distinguished as a team | Minimal, but some visual demonstration of team presence. Many members not engaged |  | Not present | \_\_\_\_\_/4 |
| **Team Posters** | Outstanding visual presentations to promote team completed on time – minimum of 2 posters completed. | 2 posters completed on time. Good visuals and noticeable. | 2 posters are complete, but look quickly put together in a rush. Not bright and noticeable. | 1 poster missing | 0 posters completed on time. | \_\_\_\_\_\_/4  X 2 =  \_\_\_\_\_\_ |
| **Team Collages** | Outstanding visual presentations to include in section of binder. Great reflection of each weeks’ events. Completed on time. | Missing or late on one week. Good visual presentation included in section of binder. | Missing or late on 2-3 weekly collages. Basic presentation quickly put together. Only one of the PR members is completing task. | Missing or late on more than 3 weekly collages. Minimal effort, looks as if little time spent on putting together. | 0 collages completed or someone else on team had to complete. | \_\_\_\_\_\_/4  X 2 = \_\_\_\_\_\_\_ |
| **Special Project** | Outstanding and creative. Great visual to represent the team. Completed on time with the aid of both PR members. | Project is completed on time and is a good aid to represent the team. Completed by both PR members. | Project is completed but looks quickly put together; and only one member completed | Project is late; or looks really poorly put together. | No Special project completed. | \_\_\_\_\_/4  X 3 =  \_\_\_\_\_\_\_ |
|  |  |  |  |  | Total Score | \_\_\_\_\_\_/  100 |