

Recommended Coaches / General Meeting Agenda

(Responsibility for this meeting is usually shared with the Meet Director.)



1- Introduce Key Officials

Make sure coaches know who's on the Leadership Team.

2- Facility Layout

Provide location of key areas (competition pool, locker rooms, warm-up/cool down area, First Aid, Clerk of Course / Admin Referee, Scratch Box, Announcer, Lost and Found, coaches area, seating areas, results posting, swim shop, concessions, hospitality, etc.).

3- Venue Rules

Discuss rules of the venue, so there are no surprises.

4- Meet Invitation Changes

Announce changes made to or discuss changes needed in the Meet Invitation. Make sure everyone gets the word.

5- Timelines

Provide the estimated session timelines. Make sure everyone knows whether it's a guide or if events will not start any sooner than scheduled.

- 6- Warm-Up Procedures Go over Warm-Up schedule and procedures. Make sure everyone understands how they will be conducted.
- 7- Warm-Up/Cool-Down Procedures Go over Warm-Up/Cool-Down procedures. Make sure everyone understands the rules.
- 8- Heat Sheets

Make sure Coaches know when and where to get Heat Sheets and how many they will get.

9- Relay Cards

Make sure Coaches know when and where they will get their Relay Cards and when and to whom they need to return them or their scratches.

10-Positive Check-In Procedures

Discuss the Positive Check-In procedures in effect for the meet - for which events and by what time? Is it check-in for seeding or to swim? Make sure everyone understands any penalties.

11-Scratch Procedures

Discuss the Scratch Procedures in effect for the meet - for which events and by what time? Where do they turn them in? Make sure everyone understands any penalties.

12-Start Procedures

Discuss start procedures in effect for the meet - whistle starts, no recall false starts, overhead starts.

13-Finals Procedures

Discuss the protocol for Finals - order of heats, announcements /report locations for swimmers, Ready Room location, report location / time for alternates, no shows, declared false starts, etc.

14-Time Trials

Discuss procedures for Time Trials - eligibility, schedule, fees, report times, etc.

15-Complaints / Protests / Meet Jury

Discuss procedures for protests and use of the Meet Jury. Announce pool of jurists.

16-Meet Results

Make sure Coaches know when/how results will be announced and where they will be posted. Also, provide the time/location/and medium for delivery of final meet results

17-Meet Evaluation Form

Ask everyone to provide feedback – when and where to turn them in.

18-Who to go to for Information?

Identify the Officials to whom Coaches should direct their requests for information first.

19-Questions