



COACH OF RECORD GUIDELINES

BRING TO MEET:

- Sharpie-type permanent marker for body marking events.
- Highlighter- to highlight all your swimmers on the heat sheet so you can find them easily.
- Stopwatch- to measure swimmers' times and splits
- Extra team caps- In case swimmer's cap breaks
- Team Shirt- Wear a team shirt to identify team affiliation.
- Clipboard
- Pen

PRE-MEET DUTIES :

- Review meet announcement for location, start time, warm-up times, etc. and share with the swimmers and the families that are attending the meet.
TIP: Print out the meet announcement and bring it with you to the meet for reference!
- Arrive at least 30 minutes before assigned warm-ups.
- DON'T sign up for anything! As the coach of record, it is important to NOT take on any other role during the meet (timer, official, marshal, etc.)
- For parent coaches, ensure your team head coach has communicated with the host team that you will be acting as the Coach of Record and will require a badge.
- Familiarize yourself with the EFSL GMA and USA Swimming rulebook.

UPON ARRIVAL:

- Check in and receive a "Coach" badge so you can be on deck w/your swimmer(s).
- Connect with any other families from your team and stake out a place in the bleachers. Teams may be assigned locations–check with the Meet Director.
- Attend Coaches meeting and introduce yourself to the Meet Director, Statistician, and the Meet Referee.
- Communicate any entry changes (scratches, relay team changes, etc.) to the Meet Referee and Statistician.
- BEFORE the meet starts, find the Stats Table – notify them of any events your swimmer(s) are signed up for but do NOT plan to swim (this is called a "scratch").
- Obtain necessary documents for swim meet (heat sheets, etc.) from Stats.
NOTE: Sometimes these documents (arm marking sheet, heat sheet, etc.) are emailed to team presidents and statisticians the night before the meet. Make sure your team leaders know where to forward those important emails!

WARM-UP / PREP:

- Supervise the warm-up session for your swimmers. Please be aware and ensure your swimmers have completed their warm-up within their assigned time/lane.
- Provide swimmers with the arm marking sheet. They may choose to write their Event/Heat / Lane (or E / H / L) assignments on their arm or leg in permanent marker.
- Make sure your swimmer is ready and marshaled for their events.

WARM-UP SUGGESTIONS

- ◆ You may be assigned your own lane, or you may be sharing with another team. Make sure they get to practice starts and turns for every stroke.
- ◆ If you have not received a warm-up plan from your team, here are sample warm-ups:

Example 1:

- 300 choice
- 200 IM drill
- 100 kick
- 4 X 50 Speed play:
25 EZ - 25 FAST
25 FAST - 25 EZ
25 EZ - 25 EZ
25 FAST - 25 FAST
- Starts

Example 2:

- 300 swim (100 Free/100 Back/100 Free)
- 200 kick choice on back in streamline
- 4x50s focusing on meet stroke(s)
- 4x25s fast +1 min rest
- 2-3 Starts w/streamlines
- Extra time? Keep doing starts and turns!

Example 3:

- 200 choice
- 100 drill
- 50 kick
- 4 X 50 (focus on fast breakouts, fast finishes and build.....with flip turns/open turns)
- Starts

DURING COMPETITION:

- Monitor your swimmers' behavior during the meet (this includes warm-up pools/lanes). Be mindful of safety and good sportsmanship.
- Remember that coaches are not permitted in the immediate vicinity of the starting blocks. Look where the other coaches are standing and find a place to observe your swimmers' races.
- Be sure to encourage swimmers before and congratulate them after their events.
- Make sure all swimmers are staying warm, hydrated, and fed sufficiently.
- Receive DQ slips, if any, and if appropriate submit DQ protests within 30 minutes.
- LD events >8 pool lengths? Make sure swimmers have arranged a lap counter if desired.
- Keep the yellow copy of any DQ slips and share with your coaches when you get home.

AFTER COMPETITION:

- Receive any ribbons/awards from the Statistician/Awards Coordinator (if applicable).
- Check area for belongings. Make sure you are leaving with everything you brought!