

	Head Coach Senior Zones	Assistant Coach Senior Zones	Head Coach Age Group Zones	Assistant Coach Age Group Zones
Pre Meet	• Get list from Zones coordinator of qualified swimmers • Speak with Zones Coordinator about deadlines for paperwork for swimmers and a way to receive each swimmers entry. • Enter all swimmers and relays in whatever format is preferred by due date • Track swimmers close to cuts during the State swim meet and enter “late” Swimmers • Keep all entry sheets and signed contracts for reference during the swim meet • Attend both the Zones dinner, and the Zones informative meetings at Long Course state. • Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet • Be the contact for team Montana for the meet registrar, and manager. Stay up on communication with	• Assist Head Coach with meet entries if needed or asked • Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet • Attend both the Zones dinner, and the Zones informative meetings at Long Course state. • Track swimmers close to cuts during the State swim meet and enter “late” Swimmers • Field any questions or concerns from parents regarding meet entries, format, or rules	• Get list from Zones coordinator of qualified swimmers • Speak with Zones Coordinator about deadlines for paperwork for swimmers and a way to receive each swimmers entry. • Set a deadline date to pick Relay Only (non-qualifiers) swimmers. • Find out how many swimmers MT Swimming has and invite relay swimmers (non-qualifiers) to fill the team. • MT Zones Team has 160 non qualifying swims available • Enter all swimmers and relays in whatever format is preferred by due date without going over the maximum of non-qualifying swims. • Track swimmers close to cuts during the State swim meet and enter “late” Swimmers • Keep all entry sheets and signed contracts for reference during the swim meet • Attend both the Zones dinner (May Classic), and the Zones informative meetings at Long Course	• Assist Head Coach with meet entries if needed or asked • Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet • Attend both the Zones dinner, and the Zones informative meetings at Long Course state. • Track swimmers close to cuts during the State swim meet and enter “late” Swimmers • Field any questions or concerns from parents regarding meet entries, format, or rules

	these people at all times. • Field any questions or concerns from parents regarding meet entries, format, or rules • Meet with Assistant coach prior to all Zones meetings. Be prepared to speak about expectations and rules to swimmers and parents during the meet		state. • Meet with Assistant coach prior to all Zones meetings. Be prepared to speak about expectations and rules to swimmers and parents during the meet • Be the contact for team Montana for the meet registrar, and manager. Stay up on communication with these people at all times. • Field any questions or concerns from parents regarding meet entries, format, or rules • Tentative itinerary for the meet.	
During Meet	• Point person for the team at the swim meet. • Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. • Chaperone during the meet, travel, and down time • Drive a vehicle if needed • End of day report and team meeting • Setting the uniform of the day for the team • Contact person for parents regarding actual meet issues	• Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. • Chaperone during the meet, travel, and down time • Drive a vehicle if needed • End of day report and team meeting • Setting the uniform of the day for the team	• Point person for the team at the swim meet. • Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. • Chaperone during the meet. • Communicate any changes to literary immediately. • Drive a vehicle if needed • End of day report and team meeting • Setting the uniform of the day for the team • Contact person for parents regarding actual meet issues	• Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. • Chaperone during the meet, travel, and down time • Drive a vehicle if needed • End of day report and team meeting • Setting the uniform of the day for the team

Post Meet	- Recap email to the Montana Coaches of the results of the meet - Make sure meet results are added to SWIMS database and result files for Montana Coaches - Zones Report for the LSC to be delivered at the fall HOD meeting	Zones Report for the LSC to be delivered at the fall HOD meeting		Zones Report for the LSC to be delivered at the fall HOD meeting
Salaries	\$1300	\$1150	\$1200	\$1050