



## MIDWESTERN SWIMMING

## Recommended Coaches Meeting Agenda

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, e.g. fly-over 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. Who to go to for Information?  
*Identify the Officials to whom Coaches should direct their requests for information first.*
18. Questions