



## 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