

Pre-meet Coaches-Captain Meeting

The following guideline is recommended for Northern Virginia High School swim and dive dual meets. Coach's discussions may occur during mid-week phone call. Captains and coaches are responsible to communicate important information back to the team and to reinforce that information.

Swim meets have 2 kinds of rules: Technical Rules and Procedural or Administrative Rules.

Coaches

1. Introductions
2. Review facility limitations.
3. Review any alterations in the order of events; e.g., diving before or during swim events.
4. Review warm-up procedures - Safety during warm ups and on the pool deck, and after the meet:
 - a. Feet first entry; 1-way practice starts.
 - b. The uniform to include jewelry, suits and caps; 1 suit, and if more than 1 cap worn, all caps must comply with the rules.
 - c. The number of events each swimmer can compete in per meet.
 - d. The call to event and starting protocol – be on time and at the right place.
 - e. Lap counting for the 500 Free – one counting panel and person to count per swimmer.
 - f. Areas of the pool deck or edge that need to be clear of people and things.
 - g. Clear pool at _____.
5. First event at _____,
6. Entry card process; e.g., presented to head lane timer (if applicable)
7. Determination of Finish; e.g., unless a disqualification or deck procedural problem occurs, it will be when the chief timers are ready for the next event;
8. Breaks in competition – after **event 8** – 10 minutes (e.g. usually after the 50 freestyle is swum)
9. **Disqualification notification procedure:**
 - a. Open hand raised above official observing violation;
 - b. Notification of swimmer if he/she is found before leaving the start/finish area (Championship only)
 - c. Notification of coach if he/she is near; (Championship only)
 - d. Referee shall stand on the first step of the starting block on the lane of the disqualified swimmer. (Championship only)
 - e. False start procedure; both referee and starter shall record the lane number before discussing the potential false start.
10. Diving pre-meet warm-up; (if applicable)
11. Diving score sheets shall be turned in at (if applicable)

Coaches and Team Captains

1. Introduce captains; introduce coaches
2. Review facility limitations;
3. Review **Meet Event**
 - a. The call to event and **starting protocol** – be on time and at the right place.
 - b. **Entering pool** between and during competition; e.g., only with Referee's acknowledgment;
 - c. **Lap counting** for the 500 Free – one counting panel and person to count per swimmer.
 - d. Know the **timeline** for the meet and all activities (breaks for awards, etc.). Do not be late for your event(s).

- e. **Heats** will close promptly and swimmers arriving late will not be accommodated.
 - f. Any **adjustment** to the meet timeline and activities (such as an additional break, or a change in the time of a break) will only be communicated by the Meet Referee or Meet Director
4. **Relay** events:
- a. The **leadoff swimmer**, once called to the platform, may not change his/her swimming order in the relay event with any other teammate
 - b. Swimmers are to exit the pool immediately after completing their swim;
 - c. Swimmers are not to re-enter the pool after their team completes the event.
5. Review **Warm Up** – Lanes assignment, feet entry only, 1 way practice starts
- a. Warm up and warm down during meet; e.g., at pools that offer additional lanes that do not disrupt either diving or swim events;
6. Review **team conduct** expectations:
- a. Uniform attire;
 - b. Jewelry; rule change
 - c. Excessive foreign substances;
 - d. Cell Phones must be in airplane or DND and are not permitted behind the blocks
 - e. Taunting, verbal abuse, dissent with official decisions;
 - f. Cheering swimmers on during meet; e.g. permitted at turn end of pool so long as officials can observe swimmers.

Wish them luck and tell them to have fun!

Event names and event numbers should be written on each card. See chart below. In VHSL, events #9-10 are diving events which we do not have so we skip over those numbers.

Boys' Event #	Event Name	Girls' Event #
1	200 Medley Relay	2
3	200 Free	4
5	200 IM	6
7	50 Free	8
11	100 Fly	12
13	100 Free	14
15	500 Free	16
17	200 Free Relay	18
19	100 Back	20
21	100 Breast	22
23	400 Free Relay	24

Medley Relays:

In **Medley Relays**, the swimmer order differs from IM order. Medley Relays should list swimmers in the order of **(1)-Back, (2)-Breast, (3)-Fly, (4)-Free.**