

Hi Coaches (and team contacts)

Here's my attempt at a virtual coaches meeting. This gets some of the meet reminders out of the way. This does NOT replace the on-deck coaches meeting Saturday morning.

Please distribute this notice to all your deck coaches

0. Bring a labeled water bottle. There will be bottled water in Hospitality but there will also be several big jugs of water in Hospitality and on the pool deck. Be green and use your own bottle.
1. There WILL be an on-deck Coaches' Meeting at 7:45 on the competition pool deck. At least one coach and preferably more if you have more should attend. There are a number of facility and meet related issues that are much easier to discuss when you see the pool.
2. Safety. Most crucial concept of all. Please keep swimmers and families safe. As a starting point, please keep swimmers and family members within the allowed areas of the tent area outside, and the competition pool, spectator space, locker rooms and lobby inside. No one can go into the Splash Park pool water or the Fitness rooms unless they have purchased a day pass. Since you cannot be in all places at all times, please get your parents to help with this. The Upper Valley Aquatic Center is generously allowing us to use their facilities but we must respect those facilities.
 - a. Inside: The stairs at the end of the pool are slippery when wet. Children going from the pool deck to the spectator space to see Mom and Dad tend to be wet. One of the work assignments is to station a parent at the base of the stairs to have kids dry off before going up those stairs. Not everyone listens.
3. Weather. Even though UVAC is an indoor pool, there could be a situation when the lifeguards have to follow building policy and clear the pools if there is significant weather. In general the pools can remain open and the meet continue during storms. The decision to clear the pool and to re-open the pool is made by Center staff not by Meet management. Should a storm suspend the meet long enough (to be determined), the Meet Committee may need to call a Coaches meeting to determine whether or not to continue the meet. There is no rain date for this meet. If we do not finish the meet, team scores will be determined through the last completed boys' event.
4. Indoor Limited Capacity. The pool deck and spectator area are limited. Please have your swimmers spend their free time between events outside in their team tent areas. Parents need to watch their child's race from the spectator area and then leave so other parents can watch their children. We need everyone's cooperation.
 - a. Parents are not allowed on the pool deck unless they are filling one of the assigned work positions or officiating. That means Johnny's mom does not get to come on deck and make sure Johnny is behind the correct lane. We have workers to do that and you to help. You get to help enforce this.
5. Coaches Packets. There will be coaches packets file folders on a table near the computer table. There will be a folder for each team with programs, coaches' reminders, team assignments, a copy of your entries for each session, etc. Relay cards will be on that table. During the meet, if the referee cannot find you to give you a DQ slip, she'll put your copy in your folder. We'll have session specific heat sheets available for all the coaches on that table as well.
6. Team Work Assignments. I've sent these to you and they are also available on the VSA website, <http://www.vtswim.org/>. Make sure your parents report to your team's job assignments on time and perform their jobs throughout the required time period. If parents are not reporting on time, we'll go to the coaches and either you will do the job or you will find someone to do the job. If anyone questions why you have x assignments, it's because that's your percentage of assignments based on the number of swimmers you entered in the meet and all swimmers in the meet.
 - a. Note that job assignments for the morning sessions continue through the lunch sessions whether or not your team has any swimmers in the lunch sessions. Timing assignments only carry through on Sunday for the 200s. That means if your team provides timers for lane 4 in the morning, you provide timers for lane 4 of the lunch session.

- b. Your team is responsible for timing your 500 swimmers. A coach or another swimmer can be one of the timers.
 - c. Some new jobs may be identified during the meet. I or another member of the meet planning crew may come to you and ask your team to do an additional job to help out with the meet. I have great confidence in your willingness in finding parents to help the cause.
7. Team Warm-up Assignments. These also were distributed Wednesday and are posted on the website. There is no flex in the warm-up times. We have lots (and lots) of kids to get in and out of the water. You get your assigned 20 minute periods. Please don't ask to start early. Just because your lane is empty doesn't mean you get to start early. We have to be fair to everyone. What you choose to do with that 20 minutes is your decision. You can run sprints in your lanes as long as you do it in a safe manner which means you don't start dives until the lane is empty.
- a. You may NOT practice relay starts during warm-ups. Once swimmers start diving off the blocks, all swimming the lane must go from block end to far end.
8. There is no photography or video recording allowed behind the blocks. There is a national concern with allowing the exposure of children in swimsuits to get posted or shared without permission. This applies to both on deck and up in the stands when behind the blocks.
- a. Any on deck photographer (coach, swimmer, press) must check in with Mary before taking picture.
 - b. The one photography exception is the Senior Ceremony.
9. For teams bringing checks and waiver forms to the meet, give Mary the signed wavier before the start of Saturday morning warm-ups. Checks are due to Mary by the end of the day on Saturday.

Actual Swimming Events (there is a reason why we are here)

10. Scratches - if you know Thursday or Friday that someone you entered in an event won't be there, let me know so I can scratch them from the timer sheets and officials programs. List their names in an email. Do not send a new file. During Saturday and Sunday, you can tell me on deck if you know of any additional scratches.
11. 500s and 200s during the lunch session. The 500s and 200s have already been seeded. No need for positive check-in
12. Relay Names. You can change the swimmers in your relays and the order of your swimmers up to ~30 minutes before the start of the relay. There will be relay slips at the table with coaches' packets which you can use to make any changes. If you submitted relay names with your original entries and you have no changes, you don't have to fill out a slip. But all the swimmers names must be declared for every relay and the names must be listed in correct order.
13. There is no Bullpen for this meet. There are pre-seeded meet programs. So coaches and parents will have copies of who swims in which heat and lane. For the morning sessions, we have parents assigned to work behind the blocks, helping to line up kids in the right lanes and right heat orders. Random parents do not get to come down and do this.
14. If a swimmer misses his/her heat, please inform the Referee (Jessica Workman) as soon as possible. Jess and the officials will do what they can to put the swimmer in an empty lane in a subsequent heat but again no guarantees.
15. Questions about DQs - go see the Referee Jessica.
16. Results:
- a. Questions about posted results - come see me. Remember that times appearing on the scoreboard are unofficial. I compare touch pad times to button times to stop watch times especially for all those little backstrokers who miss the pads. Let me do my job so I can post all the results for you to see. I have been known to make a mistake or two, so feel free to question a result, but only after it has been posted. Coaches, not parents, are the ones that can come over and question me about results. The biggest issue parents have is not realizing that the official time (not the scoreboard time) for a swimmer in a previous heat was faster than their child's.

- b. If all goes well, final results will be posted to MeetMobile immediately after the event has been finalized (and I remember to press the button). (meet name VSA 2017 State Championships).
17. Warm-up / Warm-Down during the meet. There will be two lanes open for warm-up and warm-down during the lunch and afternoon sessions. These are lanes 0 and 1, the two lanes closest to the windows. There will also be an empty lane between those two lanes and the first competition lane. We are competing in the eight lanes closest to the spectator balcony (lanes 3-10). We will be using all eleven lanes for scheduled warm-ups.
 - a. Please remind your swimmers not to jump or dive into the warm-down lanes while the meet is in progress. We cannot have the warm-down swimmers splashing or interfering with the event in progress. We've had more problems with big kids than little kids.
 18. Moving Touch Pads during the morning session. I'll need the help of several coaches to move touch pads after we finish the 25 yard events each morning. Your help in the past was greatly appreciated.
 19. Awards: All awards will be organized into bags that a team representative can pick up at the end of the meet on Sunday. Please do not ask the awards people to give you your awards early. I know you want to start organizing the awards to give to the kids but if one team starts distributing their awards during the meet, other kids see that and want their awards, and life gets ugly.
 20. Team Awards: Remember that we announce team scores by division at the end of the Sunday afternoon session. Every team gets a trophy so someone from every team needs to stay to claim the trophy. If all goes well, team results and all awards will be available shortly after the end of the meet.
 21. Graduated Seniors: Remember that we recognize all seniors who graduated this year. We also announce the swimmers of the scholarship winners. These recognitions occur at the beginning of the Sunday afternoon session. 2:00 PM on the pool deck.
 22. Public Address System: The PA system works well in the competition pool area. The PA system does not go beyond the competition pool area or outside. We will have an electronic display inside the windows facing outside that show the event and heat in the water.
 23. End of Each Day: Please get your swimmers to clean up your indoor and outdoor spaces before the end of the day. Other people do not need to be cleaning up your swimmers' banana or orange peels.
 - a. Chairs on deck: Yes you can bring chairs for the deck and you can leave them overnight. Please fold them and put them up against the wall before you leave Saturday so the facility staff can clean the pool deck.
 - b. Banners hanging around the pool deck must be taken down Saturday night. We don't want their movement setting off motion detector security alarms when the building is closed.
 24. Lunch. There will be a coaches' hospitality room with lunch and beverages provided both days. (Thank VSA for sponsoring and EDGE for staffing).

Thanks - and once again, please share with your coaching staff (and lead parents if need be).

Have Fun. (and yes there will be chocolate.)

Mary Gentry
Meet Director
Vermont Swim Association State Championships