CAA Information for Coaches

Locker Room Location and Etiquette:

- The women's locker room is immediately on your right in the main entrance lobby. The men's locker room is to the right down the next hallway and STA has volunteered to help direct swimmers to that locker room.
- Only athletes are allowed in the locker rooms. There will be a same-gender locker room attendant stationed outside of entrance who will pair with a same-gender safety official for a locker room sweep before, during, and after each session. If you are in need of contacting your athlete in the locker room please coordinate with the locker room attendant.
- No use of cell phones/cameras/recording devices in locker rooms or at an angle that views athletes from behind the blocks - this includes no photo/video if you are a timer.

Gear Drop Gym:

- In order to maximize space and comfort on the pool deck, we will have designated team spaces in the gym adjacent to the concessions stand in the main entrance lobby. Please encourage your swimmers to leave their coats, boots, and bags in this gym and bring only their cap, goggles, towel, and water bottle into the pool area itself.

Access and Flow:

- Please encourage your families to access Flynn Hall no earlier than 30 minutes prior to their warm-up time. They'll be directed into the Gear Drop gym. Please consider having a coach gather the group from their team area in the Gear Drop gym and lead them to their designated team space 15 minutes prior to warm-up. Any stragglers will be guided by volunteers.

Coach and Official Hospitality Area and Meetings:

- Hospitality will be available in the gym immediately to your left just before the concessions stand, ACROSS the hallway from the Gear Drop Gym. We will offer light refreshments throughout the meet and a main meal at mid-day on Saturday. We will hold our pre-session coaches meetings here.

Bathroom Use:

- Bathrooms are available for non-athlete use down the hall to the left from the main entrance lobby. There is one private, gender-neutral bathroom as you exit the pool near the locker rooms. Coaches and officials will use this bathroom and those located just to the left of concessions in the lobby area.

First Aid:

- Please contact a safety official in a yellow vest or a lifeguard if you need first aid support or supplies.
- The AED is located on the North wall.
- First Aid kit is available in the Pool Office.
- If you have a medical emergency, please alert a lifeguard or safety official so the EAP is activated.

Water:

- We have water bottle filling stations available at the bathrooms in the hallway near the concessions stand as well as outside the spectator area. Please bring a reusable bottle and stay hydrated!

Warm-Up Safety and Etiquette:

- Please ensure all swimmers enter the pool for warm-ups with a "sit and slide" entry, meaning they sit on the pool deck and slide, feet-first, into the pool.
- A lane must be fully cleared of all swimmers before beginning starts. When practicing starts, all swimming should be one-way, meaning that your swimmers start from the deep end and exit at the shallow end. A coach must be present to directly supervise and perform send-offs if a lane is completing starts during warm-ups.

Meet Flow:

- I (Lindsey) will be on deck throughout the duration of the meet. Please come to me with relay name changes, event changes, back-up time questions, results errors, when your swimmer swims in the wrong lane, when your swimmer misses his/her race, when your swimmer wasn't present but is shown to have a time, etc...also, when in doubt, lost, needing a pep talk, or a calming breath, come to me. Our goals are for you to have meaningful connections with, and provide excellent leadership to your swimmers, and for your swimmers to swim. We will all work together to achieve those goals.
- **Scratch meetings:** To be held prior to the start of each session. Please report as many of your known scratches at that time.
- ***If you have a swimmer miss a race during the meet:**
    - First, coordinate with the deck referee to get them into an open lane.
    - SECOND, please ask the timer to write down the swimmer's name on their timer's sheet.
    - THIRD (please don't forget this step) report the change to Lindsey at the computer table.
    - PLEASE DO NOT usher your swimmer onto the first open block you see. All too often that block should be occupied by the swimmer daydreaming behind the timers and then we have two+ swimmers who miss their races.

- **Etiquette in Interactions with Officials:** Our officials are dedicated to running a fair meet according to the items on the DQ slip that you agreed upon at the pre-season coaches meeting. If you have questions about a DQ after reviewing the slip, please have the swimmer's (ideally non-parent) coach discuss it with our deck referee and they will coordinate with our officials as needed to gain additional information and make a determination. Since there are so many parent volunteers assisting on coaching staffs, I recommend designating a specific coach or coaches on your team who will handle all DQ-related questions. There is not a situation in which a parent should be arguing with an official over a DQ for their own child and there is not a situation in which a coach OR parent should be discussing a DQ directly with the official on deck while they are making and writing up the call. All DQ slips will be filed in your team's file folder at the Timer's Table - please check your folder throughout the meet.
- **Scoreboard Times:** Please be aware and please alert your parents that it is common for the time on the scoreboard to be incorrect. Especially with less experienced swimmers, it's common that swimmers don't hit the pad in the right place or with enough force to trigger the touch. If you notice this please make a mark in your program and check the results once they are posted. When I import results, I get times from the touch pads and the plungers. If there is a significant discrepancy between the two, I retrieve a watch time from the timers to determine the appropriate race time. Meaning, it's really common to have inaccurate scoreboard times, but our system will catch the vast majority of them so, as much as I love to see your smiling faces, please do not come to me during the session with *each* discrepancy (or I'll just be light-years behind on the results!). Record it, check the results, and come to me if an error remains.

Please share all of this information with your entire coaching staff and please reach out to me with questions.

Lindsey Hulit Harrigan

CAA Meet Director

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