

CMSL Team Rep Preseason Checklist 2016

Tasks to be Done	Done
Read 2015 CMSL Handbook especially RSC	
Confirm coaches	
Order swim caps	
Order heat winner ribbons, if needed	
Order super swimmer ribbons, if needed	
Order tattoos, if needed	
Test and inspect equipment. Order if, needed <ul style="list-style-type: none"> • Stopwatches • Backstroke flags • Blocks • Lane Lines • Starter • Computer/Printer 	
Attend CMSL meeting in March 8th	
Submit Handbook info changes to Afzal by Friday, April 8th	
Update swim team registration form, if necessary	
Send swim team registrations to parents	
Update any swim team websites, Facebook pages, etc. with current information	
Write coaches contracts	
Email coaches, team administration, stroke and turn judges - need to complete AAU registration and Positive Coaches Alliance training	
Register swimmers with AAU by deadline	
Attend CMSL Clinic on June 5 th 8am at Padonia	
Prepare for and conduct parent meeting	