

ROANOKE VALLEY AQUATIC ASSOCIATION COACHES INSTRUCTIONS FOR MEETS

In order to have a well-run and successful meet, RVAA coaches must comply with the following guidelines:

1. **RULES** – Coaches should read and observe all RVAA rules listed in RVAA Rules for Meets given in the RVAA Summer Newsletter.
2. **RVAA DUES** -- Consult the RVAA Summer Newsletter for dates. Remember that after the sign-up deadline, dues must be turned in on a Monday night to the head table worker to be sent on to the RVAA with the meet packet. **NO EXCEPTIONS.**
3. **DQ's** – Please explain what a DQ is to all YOUNGER and NEW swimmers before their first meet.
4. **NO SHOWS** – To help minimize the no-show cards, please turn in a written no-show list (with ages) by 5:00 PM to the Clerk of Course of the host pool.
5. **WARM-UPS** –At meets, a coach or responsible adult must be posted at each end of a team's warm-up lanes.
6. **CLERK OF COURSE** – Encourage swimmers to listen for their event to be called. When not needed, they must stay out of the clerk of course area. When they receive their card, they should stay in the designated area (applies for all ages of swimmers).
7. **SIDELINE COACHING** – After swimmers are on the starting blocks, coaches should refrain from giving technique advice such as "two hand touch."
8. **STROKES & TURNS JUDGES** – Swimmers and all others must stay out of the Strokes and Turns viewing area. (Some pools have the area roped off.) Remind swimmers and parents that if they have a question concerning a judge's call, only coaches should fill out a protest form and take it to the meet referee. Coaches, not parents should discuss all disputes with the meet referee.
9. **TABLES** – Remind swimmers that they are to stay out of the tables area. If swimmers or parents have a question concerning a time, the coach should fill out a form and give it to the Head Table Worker.
10. **BEHAVIOR** – Coaches should show good sportsmanship and should behave and dress appropriately at all times. Remember, you are responsible for your team's behavior. No team should chant cheers, display poster or signs, or wear T-Shirts which degrade any other team or are otherwise offensive in nature.

11. **CLEAN UP** – Remind swimmers to clean up their team area before they leave the meet. All teams are responsible for clean up.
12. **VANDALISM** – “The RVAA will tolerate no malicious acts of mischief or vandalism against member pools, and such conduct may result in suspension and/or expulsion of the perpetrator(s) from the league.” (#25 RVAA Rules for Meets).
13. **SWIMMERS’ TIMES** – After each meet, check swimmers’ cards concerning DQ’s. Keep all cards from each meet to verify any errors. Coaches must bring these cards to the City-County Sign-up. Coaches will receive a copy of each meet’s times at the following meet when he or she receives the ribbons for that meet.
14. **THE OPEN EVENT** – This event is held on the last regular Monday night meet as the last event. If the last Monday night meet is rained out, a make-up OPEN event will be held at a designated pool. See Rule #21 RVAA Rules for Meets.
15. **CITY-COUNTY** – In early July, coaches, and representatives will receive specific information including dates and times; about the City-County sign-up meeting and the City-County Meet. No times, coaches time, and DQ times are unacceptable for the City-County Meet. If a swimmer did not swim two meets, he or she must submit a letter for a medical waiver to the City/County meet directors.