|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Head Coach  Senior Zones | Assistant Coach  Senior Zones | Head Coach  Age Group Zones | Assistant Coach  Age Group Zones |
| Pre  Meet | * Get list from Zones coordinator of qualified swimmers * Speak with Zones Coordinator about deadlines for paperwork for swimmers and a way to receive each swimmers entry. * Enter all swimmers and relays in whatever format is preferred by due date * Track swimmers close to cuts during the State swim meet and enter “late” Swimmers * Keep all entry sheets and signed contracts for reference during the swim meet * Attend both the Zones dinner, and the Zones informative meetings at Long Course state. * Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet * Be the contact for team Montana for the meet registrar, and manager. Stay up on communication with these people at all times. * Field any questions or concerns from parents regarding meet entries, format, or rules * Meet with Assistant coach prior to all Zones meetings. Be prepared to speak about expectations and rules to swimmers and parents during the meet | * Assist Head Coach with meet entries if needed or asked * Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet * Attend both the Zones dinner, and the Zones informative meetings at Long Course state. * Track swimmers close to cuts during the State swim meet and enter “late” Swimmers * Field any questions or concerns from parents regarding meet entries, format, or rules | * Get list from Zones coordinator of qualified swimmers * Speak with Zones Coordinator about deadlines for paperwork for swimmers and a way to receive each swimmers entry. * Set a deadline date to pick Relay Only (non-qualifiers) swimmers. * Find out how many swimmers MT Swimming has and invite relay swimmers (non-qualifiers) to fill the team. * MT Zones Team has 160 non qualifying swims available * Enter all swimmers and relays in whatever format is preferred by due date without going over the maximum of non-qualifying swims. * Track swimmers close to cuts during the State swim meet and enter “late” Swimmers * Keep all entry sheets and signed contracts for reference during the swim meet * Attend both the Zones dinner (May Classic), and the Zones informative meetings at Long Course state. * Meet with Assistant coach prior to all Zones meetings. Be prepared to speak about expectations and rules to swimmers and parents during the meet * Be the contact for team Montana for the meet registrar, and manager. Stay up on communication with these people at all times. * Field any questions or concerns from parents regarding meet entries, format, or rules * Tentative itinerary for the meet. | * Assist Head Coach with meet entries if needed or asked * Meet with Assistant coach prior to final Zones meeting. Be prepared to speak about expectations and rules to swimmers and parents during the meet * Attend both the Zones dinner, and the Zones informative meetings at Long Course state. * Track swimmers close to cuts during the State swim meet and enter “late” Swimmers * Field any questions or concerns from parents regarding meet entries, format, or rules |
| During Meet | * Point person for the team at the swim meet. * Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. * Chaperone during the meet, travel, and down time * Drive a vehicle if needed * End of day report and team meeting * Setting the uniform of the day for the team * Contact person for parents regarding actual meet issues | * Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. * Chaperone during the meet, travel, and down time * Drive a vehicle if needed * End of day report and team meeting * Setting the uniform of the day for the team | * Point person for the team at the swim meet. * Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. * Chaperone during the meet. * Communicate any changes to literary immediately. * Drive a vehicle if needed * End of day report and team meeting * Setting the uniform of the day for the team * Contact person for parents regarding actual meet issues | * Swim Meet issues- scratches, DQs, relays slips, rule enforcement, warm ups, splits, etc. * Chaperone during the meet, travel, and down time * Drive a vehicle if needed * End of day report and team meeting * Setting the uniform of the day for the team |
| Post Meet | * Recap email to the Montana Coaches of the results of the meet * Make sure meet results are added to SWIMS database and result files for Montana Coaches * Zones Report for the LSC to be delivered at the fall HOD meeting | * Zones Report for the LSC to be delivered at the fall HOD meeting |  | * Zones Report for the LSC to be delivered at the fall HOD meeting |
| Salaries | $1300 | $1150 | $1200 | $1050 |