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| --- | --- | --- | --- | --- |
|  | 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
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| 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
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| 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
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| Salaries | $1300 | $1150 | $1200 | $1050 |