

## RCSL COACH GUIDELINES

1. Turn in Official Roster on Monday before the first Dual Meet. The official roster will be an export file from **TEAM MANAGER** emailed to [rosters@swimrcsl.org](mailto:rosters@swimrcsl.org) & [records@swimrcsl.org](mailto:records@swimrcsl.org) (please, no disks). **ALL ADDRESSES MUST BE INCLUDED.** SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER.
2. Entries **MUST** be turned in to the **HOME TEAM'S POOL MONDAY BEFORE YOUR DUAL MEET. THIS SHOULD BE PROVIDED VIA EMAIL ATTACHMENT TO THE SCORING REP FOR THE HOST POOL WITH YOUR TEAM ROSTER AND ENTRIES EXPORTED FROM TEAM MANAGER – AS WELL AS A PDF REPORT FROM TEAM MANAGER OF ALL ENTRIES. ALTERNATELY YOU MAY DELIVER THE USB THUMB DRIVE WITH THE TEAM MANAGER EXPORT AND PAPER HARD COPY TO THE POOL. ALL RELAY SWIMMERS NAMES MUST BE INCLUDED. WHEN DOING YOUR ENTRIES IN TEAM MANAGER, ASSIGN EACH SWIMMER, INCLUDING EXHIBITION FREESTYLE to a heat and lane number (HOME TEAM AND VISITING TEAM MAKE SURE YOU COMMUNICATE WHO HAS WHICH LANES – IT'S CRUCIAL THAT THIS BE CORRECT WHEN IMPORTING ENTRIES)**

### **HOME TEAM'S PRE-MEET RESPONSIBILITIES:**

1. Import both teams' roster and entries into Meet Manager. Consolidate Freestyle exhibition to reduce the number of heats as needed.
2. Either print out entry labels to be adhered to index cards or print out entry cards which will be cut. This includes home and visiting swimmers in both scoring events and Freestyle Exhibition.
3. Print out a Heat Sheet from Meet Manager. Make at least 10 copies (1 for each stroke/turn judge, one for the Referee and Starter, at least two for the scoring table). Additional copies are nice to give the coaches of each team.
4. Make additional copies and sell heat sheets at the meet. It's a small, but useful fundraiser.