

## GKAISA 2025 COACHES INFORMATION: UPDATED

- All sessions will be run “cardless,” with only the relay events having event cards.
- Scratches are due at the designated Scratch Desk no later than two (2) events prior to the event from which you scratch a swimmer. Relay teams must be scratched on the relay cards and sheets—NOT on the scratch forms.
- Admittance to the pool deck and Hospitality Room is by designated wristband only. Failure to have a wristband properly attached will result in loss of wrist band for the Meet. Coaches’ wristbands are “permanent” and should not be removed until the conclusion of Finals on Saturday. Failure to display the wrist band may result in removal from the deck and from the Hospitality Room.
- No hospitality is being provided. The hospitality room will be set up with tables/chairs for coach breaks.
- All athletes will be checked for swimming in more than the maximum allowed number of events (4 total: maximum 3 individual, maximum 2 relay). The penalty for exceeding the allowable events is disqualification in all events swum.
- “Flyover starts” for all events.

### GENERAL INFORMATION

1. Coaches at the poolside may sit on bleachers or use any provided chairs. Do not bring your own chairs into the building.
2. **On Saturday, only one coach per lane will be allowed on the bulkhead, assuming they do not interfere with the officiating. Coaches on the “Starting End” of the pool will be asked to stay behind the chair line prior to the start of each race and during the Senior March.**
3. Senior March music selections are due by email by 5:00 pm on Friday evening.
4. Results will be posted on the spectator level and on the pool deck.
5. Two alternates will be listed on preliminary session event results. These persons/teams will only swim if there is a scratch or “no show” at the Finals session on Saturday.
6. Diving Well Pool will be open on Friday for warm-up and cool-down during competition—not on Thursday or Saturday. The winning team **will not** be able to jump into the diving well this year at the conclusion of the awards presentation.
7. Coaches (only) may view Event Results at any time in the Meet Management room. A Chief Clerk will be designated to assist with this. Any questions or concerns must be directed to the Meet Referee or Administrative Official.
8. In the event of any problems, please contact the Meet Director or Meet Referee. **PLEASE DO NOT ADDRESS QUESTIONS OR PROBLEMS TO OTHER WORKERS.**
9. **Protests** must be filed in writing via the Protest Form (located at clerk of course ON DECK) to the Chief Clerk in the Meet Management Room **within 30 minutes of event posting.** For Finals, all protests must be filed **within 15 minutes** from the posting of the last event.

## TEAM WORKERS

1. All first shift team workers and judges should report to the Worker Check-in Table located near the Clerk of Course tents at the rear of the building for their meeting prior to the start of the meet.
2. All 2<sup>nd</sup> shift workers must report to their worker positions by the beginning of their shifts (Thursday at 5:00 pm; Friday and Saturday at 12:30 pm). Workers will access the pool deck at the marked Worker Entrance between the Boys and Girls Clerk of Course tents at the rear of the building. **Shifts cannot be split or shared.**

### **GKAISA Championship Rule 3.4:**

*“Team workers must attend the Workers Meeting to be held prior to the start of the meet and at a time and place to be announced. Teams who do not perform their assigned duties will be penalized as follows: 25 points per position and \$20.00 per infraction up to a maximum of \$100.00 per meet. (An infraction refers to each part of the meet- 10 and Under, 11 and Older prelims, etc.)”*

## RELAYS

Relay cards and Relay Sheets are in Coaches Packet and should be returned to the Clerk Table. Names on the Relay Cards **must** match the names on the Relay Sheets.

- **Coed Free Relay** cards due one hour and ten minutes prior to meet start time (1:50 pm and 7:50 am).
- **Medley Relay** cards due thirty minutes after meet start (3:30 pm and 9:30 am).
- **Free Relay** cards due by the end of the **Medley Relay** (each separate course).

**Failure to turn in cards by required time will result in automatic scratch of that relay!**

Relay entry cards will be given to the coaches prior to the start of each session. It is the responsibility of the coach to enter the names and order of the swimmers in that event and then turn in the cards to the Clerk Table by the designated time. **Once the cards have been turned in to the Clerk, the names and order may not be changed unless approved by the Referee.** Cards will be given to the swimmers in the Clerk of Course tent prior to the event, and the swimmers must give the completed card to the timer at the block prior to their heat.

### **GKAISA Championship Rule 3.8:**

*“After the Preliminary session, a team coach may add one alternate swimmer’s name to the four swimmers that participated in the preliminary session, and this alternate may replace any one of the four preliminary swimmers. The team coach must make any changes in Relay Team members known to the Meet Referee prior to the stated time to turn in Relay Cards for that particular event. The alternate must be eligible (not swimming in more than three preliminary events but must have swum in at least one preliminary event) and be present at the meet. The coach will sign the Relay Card indicating any change in membership or order of swimmers on the back of the relay card. The swimmer being substituted for in a relay shall not be allowed to compete in subsequent events at the meet.”*

## CLERK OF COURSE

1. Events will be called 3 times, and swimmers should report to the Clerk of Course tent by the 3<sup>rd</sup> call. Once a swimmer has reported to the Clerk of Course, they should remain there unless excused by the Head Clerk of Course.
2. Failure to report to the Clerk of Course before all the swimmers for the heat have moved into the building will constitute an automatic scratch in prelims, and a disqualification from the event in finals. **The swimmer that misses his/her heat will not be allowed to swim in a heat other than the one designated for that swimmer.** The Meet Referee may grant exceptions to this rule for specific cases, such as a swimmer/coach, a swimmer in back-to-back events, etc. It is team responsibility to get swimmers to Clerk of Course on time. No protests will be allowed based on failure to hear calls.
3. **Up to 10-Minute Break after Coed Relay** - Swimmers in both Coed Relay and the IM should immediately go to their Clerk of Course tent after their Coed Relay. No later than 10 minutes after the completion of the Coed Relay (or as soon as all swimmers are present), the IM heats will begin moving into the building.