

# **SYNCHRO SEASON CHECKLIST**



## **Every season:**

- Register for membership and make sure to get a copy of the rulebook. Read and get familiar with the rulebook.
- Make sure your athletes and all on-deck volunteers are registered members
- Learn how to navigate the website [www.usasynchro.org](http://www.usasynchro.org) and check it regularly
- Get to know your Association Board of Directors (Admin, Officials, Education, Technical) – they are great resources for information (Elizabeth Simonson, Membership Manager, can help you get in touch with them). Ask for help from other coaches and/or volunteers in your association; people like to help.
- Get on your association email list (usually maintained by the Association Secretary).
- Attend annual meeting of your association. At this meeting, you will find out:
  - The schedule of meets for the next year. Try to go to some of the meets even if you don't enter – it's a good way to see how they are organized and run
  - Any pertinent pre-meet information
  - Any fees your club is expected to pay during the season (athlete representative fees, entry fees, sanction fees, etc.)

## **General Information:**

- Communication between swimmers, parents and coaches is critical – establish a method of contacting all your club members to send out information (phone tree, club email list, etc.)
- Ask people in your association about the best sources for the appropriate suits, caps, goggles, nose clips, sound system, costumes for competition, including how to Knox
- Learn how to land drill properly and teach your athletes

## **Goals:**

- Find out how to become certified as a coach
- Find out about judges training in your area
- Begin to identify an athlete in your club for the position of athlete representative
- Start a club handbook