

GULF SWIMMING  
DUTIES OF GULF COACHES FOR ALL LSC TRIPS  
2007-2008

**I. Head Coach Responsibilities**

The Head Coach of the Gulf LSC Team shall provide the following (on the Gulf web site) at least sixty (60) days prior to the team trip.

1. Waiver forms
2. Code of Conduct
3. Information for parents to reach the head coach (cell phone number) or other coaches
4. Hotel information
5. Airline/bus information
6. Travel itinerary
7. Daily meeting and departure times
8. Detailed explanation of how all meals will be handled
9. Cost for the trip

**Other Head Coach Responsibilities**

The Head Coach shall be responsible for:

1. Outfitting for the trip
2. Travel arrangements
3. Team/coach selection methodology
4. Budget and budget changes approved by the Gulf Board of Directors
5. Obtaining signed "Code of Conduct" forms (page **Error! Bookmark not defined.**) from each coach and chaperone assigned to the trip

For the LSC All Star Meet, the Head Coach shall have all of the above approved at least sixty (60) days prior to the trip. For the Southern Zone Meet, the Head Coach shall have all of the above approved at least ninety (90) days prior to the trip.

**II. Expectations for all Assistant Coaches**

Each coach will be assigned a gender/age group and be responsible for the following:

1. Contacting athletes:  
All swimmers (including automatic qualifiers and those swimmer not selected for the team) shall be notified by the coaches. This should be done by phone, no later than three (3) days after the qualifying meet, unless the LSC trip is less than seven (7) days away. In that case, the swimmers shall be notified (announced) by the last day of the qualifying meet.
2. Rooming assignments

**III. Head Coach and Assistant Coaches duties while on the LSC trip**

1. The coaches shall collect all plane tickets from swimmers after check-in at the airport(s).
2. The coaches shall cancel long distance service and movies to all swimmers rooms.
3. Roll call shall be taken at all times when boarding transportation.
4. The Head Coach will supply a rooming list to all coaches.
5. The coaching staff will check all swimmers rooms at

lights out (bed checks).

6. The Head Coach shall be responsible for conducting meetings.

**IV. Head Coach and Assistant Coaches duties after the LSC trip**

1. The coaches shall thank the swimmers and parents, either by phone or by e-mail.
2. The coaches shall complete and submit a trip evaluation form after the LSC (page 3). This form must be submitted before any reimbursement of expenses or stipends are issued.

GULF SWIMMING  
LSC TRIP EVALUATION FORM  
2007-2008

After each LSC trip, all coaches participating in the LSC trip should complete this form. Please comment in any and all areas to help Gulf Swimming plan for the next LSC trip. Submit this form to:

Allison Beebe  
2710 Grants Lake Blvd. Unit D3  
coachallison@swimfcst.com  
Sugar Land, TX 77479 281-277-6879

Area	Excellent	Good	Poor
1. Selection Process of Swimmers			
Comments			
2. Selection Process of Coaches			
Comments			
3. Pre-Meet Preparations			
Comments			
4. Notification of Swimmers & Coaches			
Comments			
5. Air Travel Arrangements			
Comments			
6. Ground Transportation			
Comments			
7. Food			
Comments			
8. Meet & Facilities			
Comments			

9. Uniforms - Travel & Meet			
Comments			

