

Swimming

Coaches' Check List

- _____ 1. Make certain that your school has registered with TAPPS their intent to compete in Swimming. This should be done at the beginning of the school year in your school's Annual Contract. This must happen first!
- _____ 2. Secure a copy of the TAPPS calendar as it relates to swimming dates. (www.tapps.biz) **Review the Swimming page on the TAPPS Website and review material often as this page will include announcements and information updates.**
- _____ 3. Secure a copy of the Sections 177-180 of the TAPPS manual.
- _____ 4. Secure and review Section 87 of the TAPPS Manual. (www.tapps.biz)
- _____ 5. Secure and review Section 138 of the TAPPS Manual. (www.tapps.biz)
- _____ 6. *Swimming is an Individual Sport in TAPPS. As such, there is no beginning or ending date for practice and participation in Swimming.*
- _____ 7. Complete TAPPS SCOPE training as required for all coaches.
- _____ 8. Education of students and parents about concussion protocol, injury protocol and steroid awareness.
- _____ 9. Sign a **Professional Acknowledgement of Rules Form** for file in the head administrator's office. (**See your Athletic Director**)
- _____ 10. Secure a copy of the **National Federation of High Schools** Rules Booklet to be brought to each contest.
- _____ 11. Insure that the **Eligibility Form** is completed in TAPPSTER **before your team's participation in their first meet**. Any future changes or up-dates to the eligibility form are to be made in TAPPSTER.
- _____ 12. Insure that each athlete has **Pre-Participation Physical Evaluation Form** (required annually) and **Student Acknowledgement of Rules Form** (www.tapps.biz) on file in the Athletic Department Office.
- _____ 13. Report season ending injury and/or concussion to TAPPS through TAPPSTER.
- _____ 14. **Use Hy-tek to enter your team in the Region Meet** **or** forward information and \$5.00/swimmer fee to TAPPS State Director by the Deadline shown on the TAPPS Calendar. Free Hy-tek programs are available on-line.
- _____ 15. Submit add/drops to the State Meet qualifiers prior to **Fair Effort deadline**.
- _____ 16. Bring check payment for **Entry Fees** to the regional and state meets.
- _____ 17. For any eligible Academic All-State student, go to www.tappster.com and select Sports Academic All-State and follow instructions.