

# Westchester County Swimming Association

## Coaches Checklist

### *Have You...*

1. Completely filled out the entry forms?  
Made a copy for your records?  
Typed or written in ball point ink?
2. Completed the diving sheets?  
Made a copy for your records?  
Included the diver's and coach's signatures?
3. Entered 8 names on your relay entries?
4. Checked to see if all divers and swimmers are registered?  
Completed new registrations with all signatures and included proof of age for each unregistered swimmer?
5. Completed your team rosters?  
Included all swimmers on relays, divers, and alternates?
6. Totaled the money for each form and added it up correctly on the tally sheet, including advertisements, registrations and entries?
7. Submitted your club ad and team picture for the official WCSA "Counties" Program?

*Anyone who acts directly as a coach is ineligible to compete. This is during the period of employment and for a period of 30 days after termination of such employment.*

*See [www.westchestercounties.com](http://www.westchestercounties.com) for additional copies of any forms.*