



# Virginia Swimming

## Championship Meet Checklist

### POOL:

- \_\_\_\_\_ air temperature
- \_\_\_\_\_ water temperature & level
- \_\_\_\_\_ chairs & towels
- \_\_\_\_\_ guard stand position
- \_\_\_\_\_ diving board position
- \_\_\_\_\_ deck obstructions (bolts, cracks, etc.)
- \_\_\_\_\_ backstroke flags (position, height)
- \_\_\_\_\_ starting blocks (tight)
- \_\_\_\_\_ centerline rope (50m pool)
- \_\_\_\_\_ recall rope
- \_\_\_\_\_ electrical hazards
- \_\_\_\_\_ posting locations
- \_\_\_\_\_ lane lines
  - \_\_\_\_\_ - tight
  - \_\_\_\_\_ - 15m mats
- \_\_\_\_\_ pace clocks
- \_\_\_\_\_ PA system
- \_\_\_\_\_ bleachers (safe)
- \_\_\_\_\_ athlete shade/tents (outdoor pools)
- \_\_\_\_\_ announcer area
- \_\_\_\_\_ clerk-of-course table
- \_\_\_\_\_ ladders (out if necessary)
- \_\_\_\_\_ aeration system (if necessary)
- \_\_\_\_\_ computer & supplies
- \_\_\_\_\_ filter room (including pool staff)
- \_\_\_\_\_ lighting adequate
- \_\_\_\_\_ pool certified
- \_\_\_\_\_ scoreboard
- \_\_\_\_\_ ready room
- \_\_\_\_\_ awards stand w/backdrop (if used)
- \_\_\_\_\_ athlete seating
- \_\_\_\_\_ deck drinks

### EQUIPMENT:

- \_\_\_\_\_ copy machine
- \_\_\_\_\_ head sets
- \_\_\_\_\_ warm-up control signs
- \_\_\_\_\_ timing system & display board
- \_\_\_\_\_ watches
- \_\_\_\_\_ clipboards
- \_\_\_\_\_ pencils
- \_\_\_\_\_ awards (inventoried)
- \_\_\_\_\_ lap counters (available; good repair)
- \_\_\_\_\_ bells

### WARM-UP POOL:

- \_\_\_\_\_ lane lines
- \_\_\_\_\_ backstroke flags
- \_\_\_\_\_ kickboards/pullbuoys
- \_\_\_\_\_ access controls

### COACHES MEETING: (Create agenda w/meet director)

- \_\_\_\_\_ entry procedures
- \_\_\_\_\_ - check-ins
- \_\_\_\_\_ - relays
- \_\_\_\_\_ - distance events
- \_\_\_\_\_ hospitality
- \_\_\_\_\_ special meetings
- \_\_\_\_\_ medical services/first aid
- \_\_\_\_\_ awards routine
- \_\_\_\_\_ rules interpretations
- \_\_\_\_\_ time trials
- \_\_\_\_\_ - daily deadlines
- \_\_\_\_\_ - limitations
- \_\_\_\_\_ announce socials, picnics, etc.
- \_\_\_\_\_ warm-up procedures (post, announce, hand out)
- \_\_\_\_\_ overhead/drawing of facility layout w/rooms
- \_\_\_\_\_ NTV's
- \_\_\_\_\_ awards/finalists ready rooms
- \_\_\_\_\_ banners (placement, etc)
- \_\_\_\_\_ parking requirements
- \_\_\_\_\_ Zone team selection
- \_\_\_\_\_ meet jury (eligibility, technical)

### MECHANICS DURING THE MEET:

- \_\_\_\_\_ Clerk-of-course:
  - \_\_\_\_\_ - scratch box & scratch forms
  - \_\_\_\_\_ - relay forms
- \_\_\_\_\_ heat sheets (deadlines, seeding, print, collate)
- \_\_\_\_\_ heat scheduling posting
- \_\_\_\_\_ Admin. Referee:
  - \_\_\_\_\_ - check-ins (distance, relays, events)
  - \_\_\_\_\_ - number of events swum checked
  - \_\_\_\_\_ - psyche sheet developed
- \_\_\_\_\_ time lines posted
- \_\_\_\_\_ credentials checked & controlled
- \_\_\_\_\_ awards routine
- \_\_\_\_\_ meet evaluation forms
- \_\_\_\_\_ ready room escorts/baskets
- \_\_\_\_\_ parade music

**OFFICIALS & VOLUNTEERS:**

- \_\_\_\_\_ clerk-of-course
- \_\_\_\_\_ referees
- \_\_\_\_\_ starters
- \_\_\_\_\_ stroke & turn judges
- \_\_\_\_\_ timers
- \_\_\_\_\_ CTS operators
- \_\_\_\_\_ recorders
- \_\_\_\_\_ marshals
- \_\_\_\_\_ announcer
- \_\_\_\_\_ program/heat sheet/results sales
- \_\_\_\_\_ pool staff
- \_\_\_\_\_ registration
- \_\_\_\_\_ time trials
- \_\_\_\_\_ copy machine operators
- \_\_\_\_\_ runners
- \_\_\_\_\_ finalists/awards escorts
- \_\_\_\_\_ awards presentors
- \_\_\_\_\_ briefing room (w/hospitality)
- \_\_\_\_\_ music
- \_\_\_\_\_ NTV's

**ROOMS:**

- \_\_\_\_\_ lost & found security
- \_\_\_\_\_ hospitality
- \_\_\_\_\_ officials briefing
- \_\_\_\_\_ coaches meeting
- \_\_\_\_\_ first aid (MD/EMT)
- \_\_\_\_\_ Zone team
- \_\_\_\_\_ clerk-of-course
- \_\_\_\_\_ admin. referee
- \_\_\_\_\_ special meetings

**POST-MEET:**

- \_\_\_\_\_ summary of meet report
- \_\_\_\_\_ full set of results (including swim-offs & time trials)
- \_\_\_\_\_ copies of "Report of Occurance"