



# Virginia Swimming



## 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
- scoreboard functional (if used)
- water on deck for athletes, etc.

### EQUIPMENT:

- head sets
- timing system & display board
- watches
- clipboards
- pencils
- lap counters (available; good repair)
- bell
- music (incl. National Anthem)

### WARM-UP POOL/LANES (if used):

- lane lines
- backstroke flags
- entry controls

### OFFICIALS & VOLUNTEERS:

- referees
- starters
- stroke & turn judges
- marshals
- timers
- CTS operators
- recorders
- clerk-of-course
- announcer
- program/heat sheet sales
- runners
- pool staff

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

- hospitality
- medical services/first aid
- rules interpretations
- warm-up procedures (post, announce, hand out)
- banners (placement, etc)
- parking requirements

### MECHANICS DURING THE MEET:

- Clerk-of-course:
  - scratches
  - relays
- Admin. Referee:
  - check-ins (distance, relays, events)
  - number of events swum checked
  - time lines posted
  - credentials checked & controlled
  - officials meeting/briefing

### ROOMS/SPACES:

- lost & found
- hospitality
- officials briefing
- coaches meeting
- first aid (MD/EMT)
- clerk-of-course
- admin. referee
- men's & women's toilets

### POST-MEET:

- summary of meet report
- full set of results (including swim-offs)
- copies of "Report of Occurance"