

Please look over this checklist and make sure you have met the requirements for each items!

- Heat Sheet Ads (due 7/10; only week 6 qualifiers will be taken 7/18)
- Coach/Official Lunch blue order form - Saturday (due 7/6)
- Coach/Official Lunch yellow order form - Sunday (due 7/6)
- Heat Sheets Books ordered (due by 7/18) (pickup 7/23 at TBA – 5-6 p.m.)
- T-Shirt ordered (due by 7/18) (pickup 7/23 at TBA – 5 – 6 p.m.)
- Organize volunteer workers for Team Responsibilities
- Make sure GRAL rep submits names to VP of Officials or VP of Champs for potential on-deck officials
(get coaches' input on officials that they do not want to see at Champs)
- Assigned a team COACH the responsibility for medal pickup (no swimmers or parents allowed due to some confusion last year)
- Give team treasurer correct funds for ordered items by using provided form
- 1 check from each team at registration – payment form on line
- Share the following information with attending families:
 1. No shoes, No towels, NO SWIM for all swimmers
 2. Enter pool area through clerk; exit pool area in front of bleachers
 3. Clerk area functioning on Saturday and Sunday
 4. Coaches may not hang-out on bulkhead end of pool but may walk through
 5. Facility opens at 7:00 for coaches
 6. Facility opens by 7:30 for families/swimmers
 7. Warm-ups begin at 8:15 (watch web site for team warm up times) – go to 9:30
 8. First event called at 9:40
 9. Meet begins at 10:00
 10. Clerk of Course/Security workers report to clerk area at 9:20
 11. Stroke & Turn report at end of hallway near clerk area 9:30
 12. Coaches meeting at Starter area at 9:40
 13. Timers/Runners report behind blocks – lane 8 at 9:40
 14. Food available for sale – bring cash
 15. No heat sheets/t-shirts available at champs
 16. LABEL kids' things with name/team
 17. Have families check the GRAL website for additional information!
 18. Families may purchase swim time for young children in the play pool
 19. Any helpful advice you have given in the past