

Team Checklist for 2009 Champs Registration

Station 1: Check-in

- ___ 1.) Len Everett Ballot (1 per Team)
- ___ 2.) Coaching Excellence Ballot (1 per Team, completed by Coaches)
- ___ 3.) Ribbon Inventory Form
- ___ 4.) Starter (if applicable)

Station 2: Registrar

- ___ 1.) List of Paid Coaches (for Champs Deck badges)
- ___ 2.) List of Graduating Seniors
- ___ 3.) List of registered swimmers that did not compete in 2009
- ___ 4.) Number of warm-up swimmers for each session
- ___ 5.) Printed Team roster
- ___ 6.) Printed "Sandbag" report (12 and younger)
- ___ 7.) Printed "Sandbag" report (13 and older)

Station 3: Treasurer

- ___ 1.) Meet Entry Fee report (Page 12 of "Computer Instructions for Champs 2009")
- ___ 2.) Heat Sheet Ad form
- ___ 3.) Heat Sheet Book Order form
- ___ 4.) T-Shirt Order form
- ___ 5.) Meet Entry Fee report (Page 12 of "Computer Instructions for Champs 2009")
- ___ 6.) GRAL Team Payment Record form

Station 4: Computer

- ___ 1.) Team Manager backup
(USB, see Page 5 of "Computer Instructions for Champs 2009")
- ___ 2.) Printed Top Times Report by Name with 2 fastest times
(see Page 9 of "Computer Instructions for Champs 2009")
- ___ 3.) If you have any intact relays, a copy of the meet results for this relay
(see Page 11 of "Computer Instructions for Champs 2009")
- ___ 4.) Printed Meet Entries Report
(see Page 13 of "Computer Instructions for Champs 2009")
- ___ 5.) Meet Entries File
(see Page 13 of "Computer Instructions for Champs 2009")
- ___ 6.) Your Team's Computer Software Handbook
- ___ 7.) If your Team leased a GRAL Computer, turn in the laptop, including case, power adapter, cordless mouse, and cordless keypad.