

Close pool
and begin setup
at 4 pm

Should not have other job

Meet Director's Checklist

or do stuff
early

24 hours Prior to Meet

Charge STARTER SYSTEM

- To charge, Starter System must be in the OFF position and plugged in at least 24 hours prior to the Meet.
- Starting equipment is NOT to be plugged in during the Meet.

Day of the Meet: SET UP

Set up VOLUNTEER CHECK-IN TABLE

- Table
- Chairs
- Supplies
 - Sharpie Markers
 - Name Tags
 - Volunteer Worker Sheets
 - Highlighter

Responsible
for setup
incl equip
(also string)

Set up SWIMMER CHECK-IN TABLE

- Table
- Chairs
- Supplies
 - Events Roster
 - Sharpie Markers
 - Paper Towels (to dry wet hands)

Set up PA SYSTEM

announcer should
announce weather
policy

Set up OFFICIALS CHECK-IN TABLE

- Table
- Supplies
 - Officials' Badges
 - Order of Events Sheets - make sure
this is correct
may change year to year
 - Clip Boards
 - Pencils
 - Stop Watches

Some of this
can be delegated
but MD ultimately
responsible
get them to be there
EARLY

Install LANE LINES

Install FALSE START ROPE

Set up STARTER SYSTEM

Set up CLERK of the COURSE area

- Table for clerk
 - Box of supplies
- On Deck Chairs (6 rows X 6 chairs)
- Portable Light
- Extension Cords
- Chairs behind Starting Blocks (2 rows X 6 chairs)

Map of layout
is good idea

Benchmark
away meet

weather:

ant Rep
Meet Dir
Pool Mgmt

all make
decision

_____ Rope off RESTRICTED ACCESS AREAS

- Coaches' Chairs
- Portable Posts
- Roping

_____ Set up CONCESSION AREA

- Coolers
- Ice
- Tables (2)

_____ Prepare REFRESHMENTS for workers

- Lemonade (5 gallons)
- Water (5 gallons for 1st half)
- 16 lbs ice (or more)
- Cups
- Serving tray

_____ Set up TABLE WORKER AREA

- Tables (2)
- Box of supplies

_____ Arrange DECK FURNITURE

- Spectator Areas
- Team Areas

I would suggest volunteers setting up check-in area, concessions, and clerk area while meet director sets up PA system (this has to be done relatively early), and starter. It helps to have volunteers who are willing to do all three home meets so retraining isn't an issue. We expect all parents to serve 4 rotations, but I allow those who can help set up ALL THREE home meets to skip their 4th rotation.

If possible, assign a clerk, table worker and a concessions volunteer to come early and set up their own tables after you have their tables etc. moved into place.

Keep all supplies for each different area – sign-in, clerk, table workers, concessions, and officials table – in their own separate well-marked plastic boxes. Have duplicates of items like pencil sharpeners, name tags, markers etc. in every box.

Make sure you know where the starter will be going at the end of the Meet and confirm this with your Parent Rep and have it confirmed with the visiting team's Parent Rep too.

Provide a free meal ticket to the visiting team's coaches. We also provide a meal and snack for our lifeguards. It's amazing how much good will this fosters.

If you'd like these forms emailed to you so they can easily be changed to meet the needs of your individual pool, email me at meilink@earthlink.net.

WYNDHAM TIDAL WAVES

Meet Agenda

4:00 pm	()	Set up crew arrives
4:20 pm	()	Home Team arrives
4:30 pm	()	Visiting Team arrives
4:35 pm	()	Announcer calls for HOME TEAM Warm-up (Warm-up begins at 4:40 pm)
5:05 pm	()	Announcer clears HOME TEAM FROM pool
	()	Announcer calls for AWAY TEAM Warm-up (Warm-up begins at 5:10 pm)
5:35 pm	()	Announcer clears AWAY TEAM from pool
	()	Announcer calls for REFEREE/COACHES' MEETING

Lane Assignments should be completed and given to CLERK of COURSE

5:40 pm	()	Announcer calls for REFEREE / STROKES & TURNS MEETING
5:45 pm	()	Announcer calls for: <ul style="list-style-type: none">• TIMERS MEETING• RUNNERS MEETING
5:46 pm	()	Announcer: <ul style="list-style-type: none">• Welcomes Participants• States Inclement Weather Policy• Identifies CLERK of the COURSE area
5:48 pm	()	Announcer: <ul style="list-style-type: none">• Swimmers for EVENTS 1-3 report to Clerk• All 1st half VOLUNTEERS report to positions• Identifies OFF LIMIT AREAS• Identifies CONCESSIONS LOCATION and MENU• Identifies LOCATION OF MEET RESULTS• Thanks TEAM SPONSORS
5:55 pm	()	LAST CALL for EVENTS 1 - 3
5:58	()	Announcer begins MEET
5:58	()	REFEREE calls for the START of EVENT #1
EVENT #29	()	Announcer asks that all 2 nd HALF VOLUNTEERS report to their respective locations at the conclusion of EVENT #29

TRAINING FOR MEET DIRECTOR

Trained Position

The Meet Director is the person designated by the Host Club whose responsibility it is to see that the physical needs of the pool are ready for each Meet. This should be their only obligation during the Meet.

- Prior to the start of the swim season
 - Make sure the following are in working order:
 - Blocks
 - Lane Lines
 - PA System
 - Lighting
 - Must be adequate!
 - If in doubt, add more!!
 - Use Duct-Tape to secure all cords
 - There should be NO cords near water!
 - Have a map of the pool deck designating most efficient placement of:
(Make sure the Parent Representative is aware of the set-up so they can inform the visiting teams when they speak with them prior to the Meets.)
 - Teams
 - Workers
 - Clerk of Course
 - Refreshments
 - Coordinate with the Parent Representative and the Pool Management to make certain Home Meet and Rain Dates are on the Pool Calendar and cleared with the Visiting Team (especially when the dates are moved from Wednesday's). Also make sure that irrigation systems are turned off the night of Meets!
 - A Volunteer Coordinator is a great help as they will be responsible for making sure the volunteer roster is full and help make sure everyone is in place.
- The weekend prior to each Home Meet
 - Put up signs at the pool to inform members that the pool will be closed
 - Make sure the sign includes
 - Date of Meet
 - Time pool will close
 - A thank you for their cooperation
- 24 hours prior to the Meets in which you have the starter
 - CHARGE THE STARTER
 - Make sure the outlet works
 - Make sure no one will unplug the Starter
 - For the above reasons, this is best done at your home
- Day of the Meet
 - Make sure signs reminding swimmers that the pool will close early are up when pool opens

- *Make sure irrigation system is shut off for the evening*
- *4pm*
 - *Close pool to members*
 - *Set up tables for*
 - *Swimmer/Volunteer Sign-in*
 - *Clerk of Course*
 - *Have all necessary materials in big plastic box*
 - *Hint: Use a wooden table with 6 pieces of elastic that are tacked underneath for the Clerk to make the Heats*
 - *Recruit a Clerk to come early to set it up to their liking*
 - *Official's Table*
 - *Name/Title badges*
 - *Order of Events Sheets (14)*
 - *Clip boards*
 - *Pencils*
 - *12 Stop Watches*
 - *Table Workers' Table*
 - *Plastic box with their necessary items*
 - *Order of Event Sheet*
 - *Recruit a Table Worker to set this up to their liking*
 - *Pool/Deck*
 - *Blocks*
 - *Lane Lines*
 - *Backstroke Flags*
 - *Arrange deck furniture*
 - *Areas for both Home and Away team areas*
 - *Rope off restricted areas for officials/coaches*
 - *Lighting*
 - *Sound System*
 - *Starter*
 - *Prepare Refreshments for workers*
 - *5 gallons of lemonade*
 - *One large can lemonade from Costco & 8lbs. ice*
 - *5 gallons of water & 8 lbs. Ice*
 - *Cups*
 - *Trays to serve the drinks*
- *During the Meet*
 - *Be available to assist when needed*
 - *Injury*

- Know those parents who may be medical professionals
- Make sure you know where your swimmer's emergency information is kept
- Correct lighting
 - Check with referee for proper time to turn on deck and interior pool lights
- Make sure volunteers are in place at start of first and second halves
- After the Meet
 - Complete the cover sheet listing
 - Certified Position Volunteers
 - Volunteers Training or Walking the Meet
 - Make sure everything is stored correctly and the pool is back in order for the next day
- Necessary Volunteers for a Meet
 - Meet Director (we try to have a Meet Director for each half)
 - Referee
 - Timers:
 - Head Timer (Home Team)
 - Assistant Timer (Visiting Team)
 - 3 Timers per lane
 - Clerk of the Course
 - 1 Certified
 - 2 (or more) assistants (at least one from visiting club)
 - Starter
 - Strokes and Turns Judges (4)
 - Announcer
 - Computer Operator - Certified
 - Computer Caller from Visiting Team
 - Table Workers
 - Sorter (1)
 - Caller (2)
 - Ribbon Writers (2 or more)
 - Master Scorers (1 from each team)
 - Runners (2 or more)
 - Recall Rope Holder
- Equipment Needed for Meets
 - Starting blocks
 - Lane lines

EQUIPMENT LIST

- Starting equipment
 - Starter provided by GRAL
 - Whistle or bull horn provided by Home Team for backup
- Whistle (for Referee)

- USS Rule book
- GRAL Handbook
- PA system
- Three stop watches per lane and 2 each for Head and Assistant Timers
- Each team providing half
- Table and chairs
- 40 Pencils for officials and Table Workers with 4 red pencils
- Paper clips, rubber bands, scotch tape
- Computer and printer with paper and label roll for ribbons
- Extension cords
- Judges' and Timers' cards
- 2 each Master Score Sheet and Cover Sheet
- Backstroke Flags
- Lights for
 - Timers
 - Clerk of Course and extension cords
 - Table Workers - think safety
- 12 Clipboards
- Calculator for Table Workers
- 20 Order of Event Sheets

Name tags

Welcome sign

Greeter - or printing attendants

Clean bathrooms

instruct runners (to be rapid)

Backstroke flags