

Meet Name: \_\_\_\_\_

## CHECK-IN INSTRUCTIONS

- **KEY INDIVIDUALS YOU SHOULD KNOW**

Meet Referee: \_\_\_\_\_ Meet Director: \_\_\_\_\_

Admin. Referee: \_\_\_\_\_ Assist. Admin. Referee: \_\_\_\_\_

- **MAXIMUM EVENTS PER DAY**

Swimmers may compete in a maximum of \_\_\_\_ events per day (including distance events).

- **CHECK-IN: Only people allowed to check a swimmer in are the swimmer themselves, parent of the swimmer, or their coach**

- **CHECK-IN PROCEDURE**

- **SWIMMER:** Swimmer to circle with a pencil **ONLY** the event(s) they will swim. Swimmer to initial in margin with **THEIR** initials.
- **PARENTS:** Parent to circle with a pencil **ONLY** the events their son/daughter will swim. In margin, parent to initial with **THEIR** initials – **NOT** their son or daughter's initials.
- **COACH:** Coach of swimmer to circle with a pencil **ONLY** the events their swimmer will swim. In margin, coach to initial with **THEIR** initials.

- **SCRATCHES**

If a swimmer (or parent or coach representing them) wishes to scratch from an event, they can scratch up to **30 minutes** before the event is swum. Procedure: Using a pencil, have swimmer, parent, or coach mark an "X" through the event number. Please note time of scratch next to the event number. If the swimmer changes his or her mind prior to closing, erase the "X" mark and redraw a circle. Have the swimmer initial next to the circle and note the time. If the "X" mark was incorrectly marked (wrong line, etc.) erase, redraw circle, and enter your (check-in person) initial and note the time.

- **CLOSING OF EVENTS**

The time to start closing each event will be initiated by Administrative Referees and coordinated with Clerk of the Course. Two people to close each event. Using a ruler, scan list of swimmers for the event, reading name of swimmers who have scratched or have not checked in. **Highlight** those names with a **yellow** highlighter. **Double-check work**. Note time and number of scratches/not check-in and draw **red** line through event. (Don't forget to check the 8-UN listing for 10-UN events.)

- **QUESTIONS**

If there is a question or problem with swimmer's event(s), please refer the swimmer, parent, or coach to the Clerk of the Course. Be helpful to the swimmers and parents. Please do not leave the check-in sheets unattended. Thank you for your assistance.