

**CENTRAL ZONE CHAMPIONSHIP MEET
SITE VISIT CHECKLIST**

Dates of Event: ___/___/___

Date of Site Visit: ___/___/___

Meet Director:

Meet Referee:

Timing Operator:

Prelim Time:

Finals Time:

Pool hours (including warm-up days):

Registration hours:

General Meeting Time/Location:

Officials' Briefing Location

Socials:

Parking:

Concessions:

Hospitality Location/Time:

Check-List for clarification:

- Facility Availability
 - Pre-meet
 - During meet
- Tickets
- Printing – Psych sheets, heat sheets, results
- Sanction
- Hotel Rooms
- Announcer – table, music w/assistant, sound system
- Timing – rigging, shipping/receiving, security, mats to cover cables
- Vendor area
 - Equipment sales
 - Photo sales
- Registration procedures – Hours, Volunteers, Packets, Credentials, Coaches' Packets
- Doctor on call/EMS
- Parking

- Photographs
- Credentials/Marshals – Warm-up procedures w/signs
- Ready Room, Awards Staging – volunteers, flowers, tracking ties, 32 baskets, 6 trays, numbered seats, runners for results
- Equipment – Lap counters, bells, ratios (12) w/batteries
- Awards/Ceremonies – inventory, volunteer to prepare each session
- Internet – wireless, registration, sports science
- Socials – reduced hospitality around socials
- Officials' Shirts – embroidery (optional)
- Lighting
- Disabled access
- Custodial – restrooms, garbage, decks
- Mechanical – backwash, temperature (air and water), cleaning, chemistry
- Storage – timing, awards, signage
- Computers – Registration (computer w/internet), meet management (printer)
- Clerk of Course – power, locking scratch box
- Seating – Athletes
- Meet Administration – timing (6), admin referees (2), Meet Manager (2), Announcers (2), Music, other
- Facility in compliance with Article 103, USA Swimming Rules and Regulations