

Meet Manager Checklist

Two weeks before meet:

- _____ Discuss with Meet Coordinator on what is needed for hospitality
- _____ Check that timer watches are working and if batteries need to be replaced, then purchase
- _____ Check Y closets for supplies of paper goods, cups, cutleries, etc.
- _____ Review volunteer sheet on website to see what is outstanding
- _____ If meet is large such as Freestyle Frenzy/Pentathlon/SSI, coordinate with other Meet Manager on responsibilities and use the "divide and conquer" method

One week before meet:

- _____ Place food catering order, if applicable
- _____ Purchase hospitality items from either Costco, BJs, or Stop and Shop, etc.
- _____ Confirm time of hospitality setup with Meet Coordinator

Day before meet:

- _____ Bring printed versions of the Team Unify volunteer page to check in volunteers
- _____ Coordinate with either Treasurers and/or Presidents on cash boxes for sale of heat sheets
- _____ Remove awards from boxes if applicable for set up

Day of meet:

_____ Pick up catering food if applicable. If food is delivered, then coordinate with food delivery

_____ Pick up ice for coolers for beverages

_____ Bring hospitality items purchased from Costco, BJ's, etc. to Y

_____ Set up hospitality in gym outside pool area (As a general rule: hospitality should be set up 30 minutes before coaches and officials arrive)

_____ Set up awards table for awards outside Aquatics office

_____ Check in volunteers for timers, heat sheet sellers, runners, etc and direct them where they need to go

_____ Distribute coaches' packets and let coaches know when scratches are due to computer operator

_____ Check the contents of the first aid & defibrillator kits, advise safety marshals of their location

_____ Confirm Occurrence Report Forms are on deck in case of an accident during the meet

_____ Bring the black box with the meet supplies and the timers' and officials' clipboards

_____ When heat sheets are ready, copy and distribute them to the meet referee, officials and coaches

_____ During the meet, bring cold beverages and snacks on deck for officials and coaches

_____ During the meet, help out as needed especially when volunteers are lacking

_____ If no clean up volunteers, clean the deck and gym, if applicable. Please ensure that chairs are removed from deck

Day after meet:

_____ Take inventory of unused hospitality items and if not perishable, return for refunds

_____ Write thank you notes via e-mail to all the volunteers

_____ Submit receipts to the Treasurers

_____ Write brief takeaways of meet and send to Meet Coordinator and Presidents. Purpose is to provide suggestions for improvement in future meets