The Meet Check-In policy was implemented prior to our Summer 2018 Championship meets. After observing several meets this fall and speaking with coaches, meet directors and officials, I believe we need to provide more clarification and education on the check-in policy including the possibility of adding to it.

First, the MSI policy does not address Minnesota requirements - specifically concussion training. Our policy addresses compliance with USA Swimming certification requirements so that we (MSI) know all non-athlete members that are on our decks are in good standing.

How can we include verifying concussion training as well? Can this be added to the non-athlete report now that MSI is collecting concussion training certificates? Or can a separate report be produced to ensure we are also in compliance with the Minnesota concussion requirement?

Second, I believe we need to do a better job of educating host clubs, meet directors, coaches and officials on what the policy is about and expectations for implementing and enforcing it. This was not a policy just for our Summer Championship meets. Here is what has been observed at recent meets (opportunities for improvement):

* Officials and coaches that do not want a club volunteer checking their credentials and being less than pleasant about providing their credentials.
	+ This behavior does not create an environment where volunteers want to return. We need our volunteers. We cannot alienate them. Education on why we are requiring credentials to be checked and training for volunteers may help alleviate this issue. We need to help everyone understand that it is an insurance requirement that our non-athletes are certified so that insurance coverage is not jeopardized.
* Assigned officials (e.g. referees, starters, admins) that do not understand why they need to check credentials or that it is even expected or know that the policy exists.
	+ Meet referees (or their designee) need to be willing to check all officials’ credentials. The officials briefing is a great time for this to occur plus it removes that burden from the Meet Director.
	+ A communication to assignable officials might be a good way to educate those that are not familiar with the new policy (did not officiate over the summer) or do not officiate often.
* Host clubs that do not have a place for coaches to check-in.
	+ Coaches arriving for a second session of a meet have commented that they could not find a place to check in or the person to check in with at meets.
	+ Most of our pools have a commonly used entrance to the deck where a check-in table could be easily set up.
* Host clubs that do not have wristbands (or another identification token) to provide to coaches and officials.
	+ Meet marshals cannot be effective in monitoring deck access if they cannot tell who should or should not be on deck. Wristbands make that very easy for them.
	+ Some clubs give wristbands to coaches, officials **and** volunteers that will be on deck - lane timers, runners, etc. Again, this makes the meet marshal and