# ILLINOIS SWIMMING CHAMPIONSHIP MEET HOST REMINDER CHECKLISTS

#### We suggest that you initial & date when each item is completed.

**MEET DIRECTOR**

The Meet Director should be familiar with the responsibilities of each main area of running your meet. Please ensure the Chairmen/Coordinators listed in this checklist are following through on their checklist items.

##### Sign Championship Meet Contract

* + may bring signed copy to Championship Coordination Meeting or send to ISI

##### Meet Information

* + submit prior to coordination meeting on Google Drive form for development of meet announcement
		- information includes
			* facility and pool information
			* charges: admissions, heat sheet, psych sheet, parking
			* results- live and meet mobile
			* contacts: Meet Directors, entry chair, awards coordinator
	+ send changes to ISI office via email
	+ let ISI know who will be responsible for communication with ISI

##### Awards

* + Sent directly to host club Awards Coordinator

##### Event Logo Use

* + Event logo will be sent to you
	+ reference contract on correct title format of your meet
	+ send to tyoung@ilswim.org

##### Participation Certificate OPTIONAL ( Age Grp Champs only)

* + create/design an Age Group State for all participants
	+ host can design
		- no template is available
	+ names are available from entry chair to do a mail merge
	+ print and include in coach packets at start of meet

##### Schedule Revision (Regionals only) - “Dead” pool time or extenuating circumstances

* + If a warm-up/ session start time revision is needed
		- Tuesday morning (day following modification deadline), obtain the MM session reports and or backup from the entry chair.
		- Meet Director(s) **and** Meet Referee for a site should review and compare session reports to warm-up and meet schedule provided in the meet packet.

* If schedule times are close then no modification is needed.
* If schedule times are not adequate an adjustment may be made with the Meet Referee
* Submit via email TUESDAY EVENING the request to revise the schedule to the Age Group Chair, Senior Chair, and Coaches Representative and Program Op Chair. Also send to ISI, with note that it is in approval process.
* **Barring no additional feedback and if approved** by Program Op Chair.
	+ send to ISI for final web-posting
	+ host team should send **NO LATER THAN NOON WEDENESDAY** to all participating teams

##### Warm-up Lanes (Regionals only)

* + If required due to pool size and split sessions **assign** warm-up lanes and sessions
	+ Post and email teams **no later than Wednesday 6 pm on host web-site**
		- ISI will not post this information

##### Forms

* + - Officials Committee will inventory and supply all forms needed
		- This will all be delivered to the venue

##### Host Web-site and ISI Championship web page

* + ISI will create a master Championship web page on ISI web-site
		- All updated Championship Meet information should be posted here so only one source for information

##### Host should provide link to ISI Championship page

* + **DO NOT link directly to Meet Announcement or any other one item**
		- items can change and then attendees will not have updated information if directly linked
	+ ISI web page Includes
		- Meet Announcement
		- Meet Set-up file
		- Pre-scratch session reports
		- Pre-scratch timed final psych sheet minus 10 & under sessions
		- Major change announcements, i.e. changes to the Divisional session warm-up/start times due to “dead” pool time or extenuating circumstances

##### post information on host web-site that is

* + - not available on ISI web-site
		- not in meet announcement
		- **warm-up lane assignments** (DIV) if required - see site specific meet announcement
		- an important notice

##### Information regarding Time Trials - absolutely no later than Thursday 6 pm

* + - * review checklist provided by ISI

##### recommend note on site stating when set-up web-site:

* + - * + **Time Trials will be held and information posted by 6 pm Thursday**

**Or**

* + - * + **No Time Trials will be offered.**
1. **Psych/Heat Sheet - ISI pages**
	* up to 6 “free pages” required for of public service information/advertisements
	* ISI will send no later than Tuesday noon the week of your meet

##### Coach Packet

* + available Day 1 of meet
	+ compile for each team that includes:
		- Welcome Page
		- ISI heat sheet pages
		- Psych sheets
		- Team’s summary of entries and fees – including any late fees
			* Also include over entry reports and relay entries
		- Time Trials Information (only 3 events/day)
		- Participation Certificates (AGS) **optional?**
		- Meet Evaluation Form – include QR code
		- Awards Schedule
		- Revised Schedule Warm-up and Session start times (only if needed)
		- Concussion Check List
		- Concussion Protocol

##### Registration

* + Staff multiple for check-in
	+ Early check-in

##### Officials

* + shirt or other item for working - *not required*
		- usually based on number of sessions
		- gesture for volunteer time

##### Hospitality

* + Adequate food and snacks
		- Consider possible dietary issues, i.e. vegetarian
	+ Adequate staffing
	+ Timing of meals
		- coaches and officials, and volunteers are at the pool 6:00 am – finish
		- warming up kids and in meetings
		- flexible scheduling

##### Coach Meetings

* + prepare a Welcome statement
	+ a few highlights of “the dry side” of the event, i.e. awards pick-up
	+ Meet Referee will address all technical issues/reminders

##### Awards and Schedule

* + share with awards committee
	+ publish Awards Schedule in Finals and 10 & Under heat sheets
	+ remind teams to pick up their swimmer’s awards (9th – 16th) from awards area every evening

##### Meet Evaluation

* + Important that feedback is returned to ISI to improve process
	+ ISI will create and send code
	+ QR Code information to a will be customized for each host.
	+ include the QR code in heat sheets and/or post around deck.
	+ have hard copies of a meet evaluation available as well
	+ mail any hard copy evaluations to ISI

##### Meet Directors’ Summary Report

* + on thumb drive and link on web-site
	+ complete the form with your thoughts about the meet
	+ send within 14-days of the conclusion of the meet to ISI
		- used to pass on best practices and watch areas to future host