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| Time | PRELIMS Time Sensitive Announcements | THUR | FRI | SAT |
| 7:30 AM | You or the Starter will open the pool for warmups. Check with them if they want you to do this.   * Remind swimmers that USA Swimming & UT Swimming safety procedures need to be followed throughout the meet. * Remind swimmers not dive into the warmup pools. | X | X | X |
| 7:30 AM | Warmup begins | X | X | X |
| 7:30 AM | Welcome swimmers, coaches, and parents to the 2020 Utah Swimming Short Course Age Groups Championships! | X | X | X |
| 7:40 AM | (SATURDAY ONLY) There is a Positive Check-in for EVENTS 101 AND 102, 13-14 Girls AND Boys, 1000 Free at the Clerk of Course The positive check-in closes at 9 am |  |  | X |
| Repeat throughout session. | (THUR ONLY) Swimmers swimming EVENTS 33 AND 34, 13-14 Girls AND Boys, 400 IM need to provide their own timers. | X |  |  |
| Repeat throughout session. | (THUR ONLY) Swimmers swimming EVENTS 35 AND 36, 11-12 Girls AND Boys, 200 Back need to provide their own timers. This will be swum as timed final event in Prelims. | X |  |  |
| Repeat throughout session. | (FRI ONLY) Swimmers swimming EVENTS 61 AND 62, 11-12 Girls AND Boys, 200 Fly need to provide their own timers. This will be swum as timed final event in Prelims. |  | X |  |
| Repeat throughout session. | (FRI ONLY) Swimmers swimming EVENTS 63 AND 64, 10-Under Girls AND Boys, 500 Free need to provide their own timers and counters. This will be swum as timed final event in Prelims. |  | X |  |
| Repeat throughout session. | (FRI ONLY) Swimmers swimming EVENTS 65 AND 66, 11-12 Girls AND Boys, 500 Free need to provide their own timers and counters. |  | X |  |
| Repeat throughout session. | (FRI ONLY) Swimmers swimming EVENTS 67 AND 68, 13-14 Girls AND Boys, 500 Free need to provide their own timers and counters. |  | X |  |
| Repeat throughout session. | (SATURDAY ONLY) Swimmers swimming EVENTS 99 and 100, 11-12 Girls and Boys, 200 Breast need to provide their own timers. This will be swum as timed final event in Prelims. |  |  | X |
| Repeat throughout session. | (SATURDAY ONLY) Swimmers swimming EVENTS 101 and 102, 13-14 Girls and Boys, 1000 Free need to provide their own timers and counters. In Prelims, the 1000 Free will be swum fastest to slowest, alternating between girls and boys. This will be swum as timed final event in Prelims. |  |  | X |
| Repeat throughout session. | Remind Coaches that need to check-in and be credentialed in order to be on the deck. Credentialed coaches will receive a wristband to wear. |  | X | X |
| Repeat throughout session | REMIND several times : This is closed deck meet. Only USA Swimming registered coaches, athletes, and credentialed meet workers are allowed on the deck. |  | X | X |
| 7:50 AM | Timers need to report to the volunteer check-in table. | X | X | X |
| 7:55 AM | Timers need to report to the volunteer check-in table. |  | X | X |
| 8:10 AM | During the last 15 minutes of warm-up, dive start lanes | X | X | X |
| 8:15 AM | Lanes 2, 5 and 9 will be available for starts. | X | X | X |
| 8:15 AM | Lanes 1 and 10 will be pace lanes. | X | X | X |
| 8:25 AM | Clear the Pool |  | X | X |
| 8:30 AM | Meet Starts |  | X | X |
| 8:30 AM | Welcome swimmers, coaches, and parents to the 2020 Utah Swimming Short Course Age Groups Championships! |  |  |  |
| Repeat throughout session | No flashes at the start. |  | X | X |
| 8:40 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 101 AND 102, 13-14 Girls AND Boys, 1000 Free at the Clerk of Course The positive check-in closes in 20 mins. |  |  | X |
| 8:50 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 101 AND 102, 13-14 Girls AND Boys, 1000 Free at the Clerk of Course The positive check-in closes in 10 mins. |  |  | X |
| 8:55 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 101 AND 102, 13-14 Girls AND Boys, 1000 Free at the Clerk of Course The positive check-in closes in 5 mins. |  |  | X |
| Throughout session | Announce prelim results, including top 18 finishers (top16 + two alternates.) Announce names beginning with 18 then17 (announce as alternates), then 16-9 (Consolation Heat), then 8 through 1 (Championship Heat.) Announce the time and that they have 30 minutes to scratch. (See Training sheet). After 30 minutes, announce that the event in closed for scratches and mark the time closed on the *Prelim Results Announcement Record*. | X | X | X |
| End of Session | Thank swimmers, coaches, parents, and volunteers for coming. When leaving, please throw away any trash. All personal belongings need to be taken with you as the benches will be cleared after this session. | X | X | X |

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| Time | **FINALS Time Sensitive Announcements** | **THUR** | **FRI** | **SAT** |
| **NOTE** | A FINAL will be staged in the waiting room behind the blocks |  |  |  |
| 4:30 PM | You or the Starter will open the pool for warmups. Remind swimmers that USA Swimming & UT Swimming safety procedures need to be followed throughout the meet. Remind swimmers not dive into the warmup pools. | X | X | X |
| 4:30 PM | Warmup Begins | X | X | X |
| 4:30 PM | Welcome swimmers, coaches, and parents to the 2020 Utah Swimming SC Age Group Championships [insert day] Final Session! | X | X | X |
| 4:35 PM | Remind several times: Tonight’s format will be relays after the National Anthem. Finals Session order will be Consolation and then the Championship heat. | X | X |  |
| Repeat throughout session | REMIND several times : This is closed deck meet. Only USA Swimming registered coaches, athletes, and credentialed meet workers are allowed on the deck. | X | X | X |
| Repeat throughout session | (THURS ONLY) Swimmers swimming EVENTS 33 and 34, 11-12 Girls and Boys 400 IM, need to provide their own timers AND counters. | X |  |  |
| Repeat throughout session | (FRI ONLY) Swimmers swimming EVENTS 67 and 68, 13-14 Girls and Boys 500 Free, need to provide their own timers. |  | X |  |
| Repeat throughout session | (FRI ONLY) Swimmers swimming EVENTS 65 and 66, 11-12 Girls and Boys 500 Free, need to provide their own timers AND counters. |  | X |  |
|  | (Saturday only) We want to thank SDAT for providing our hospitality through the meet. |  |  | X |
| Repeat throughout session. | Remind Coaches that need to check-in and be credentialed in order to be on the deck. Credentialed coaches will receive a wristband to wear. | X | X | X |
| 4:45 PM | (THUR & FRIDAY ONLY) Coaches remember that scratches for tomorrow’s events are due to the clerk of course by 6 PM tonight. | x | X |  |
| 4:50 PM | Timers need to report to the volunteer check-in table in 10 mins. |  | X | X |
| 5:00 PM | There w will be a 10 minute break after tonight’s relays | X | X | X |
| Repeat throughout session | Announce several times: All alternates for events need to report to the starter area prior to their event and remain there. | X | X | X |
| 5:10 PM | During the last 15 minutes of warm-up, lanes 2, 5 and 9 will be available for starts. | X | X | X |
| 5:10 PM | During the last 15 minutes of warm-up, Lanes 1 and 10 will be pace lanes. | X | X | X |
| 5:15 PM | Lanes 2, 5 and 9 will be available for starts. | X | X | X |
| 5:15 PM | Lanes 1 and 10 will be pace lanes. | X | X | X |
| 5:25 PM | Clear the Pool | X | X | X |
| 5:25 PM | National Anthem : SDAT plays unless singer shows up. One is scheduled for Saturday | X | X | X |
| 6:00 PM | Meet Starts |  | X | X |
| Repeat throughout session | No flashes at the start. | X | X | X |
| When you can | There will be 10 minute break after relays. | X | X | X |
| 5:50 PM | (Thursday & Friday only) Remind: scratches for Prelims tomorrow close in 10 minutes. |  | X |  |
| 6:00 PM | (Thursday & Friday only) Close Scratches for Saturday Prelims is now closed. | X | X |  |
| Repeat throughout session | Announce several times: All alternates for events need to report to the starter area prior to their event and remain there. |  | X | X |
| Throughout session | Announce each heat of swimmers.   1. Announce the name of the race: “This heat #\_\_of event #\_\_, name the event. Example: “This the 4th heat of event # 2, boys 200 freestyle.” 2. Announce swimmers in the heat: Give the name of lane, the swimmer’s name swimming in the lane, and the swimmer’s club. Example: “Swimming in lane one is Michael Phelps from Cache Valley Marlins.” 3. Give the race information: the state records, pool records, etc. 4. Narrate the race for the spectators: Give name of who is ahead and if they were the top seed of the heat. You can give the qualifying time of the person who is ahead. At the final lap, announce who is ahead and their team. |  | X | X |
| Throughout session | Announce team scores. Get them from computer operator. |  | X | X |
| Before event  #33 and 34 | (THURS ONLY) Swimmers swimming EVENTS 33 and 34, 11-12 Girls and Boys 400 IM, need to provide their own timers AND counters. | X |  |  |
| Before event  #67 and 68 | (FRI ONLY) Swimmers swimming EVENTS 67 and 68, 13-14 Girls and Boys 500 Free, need to provide their own timers. |  | X |  |
| Right before event #65 and 66 | (FRI ONLY) Swimmers swimming EVENTS 65 and 66, 11-12 Girls and Boys 500 Free, need to provide their own timers AND counters. |  | X |  |
| Conclusion of meet | Thank all participants, meet workers, officials, volunteers, facility manager, |  |  | X |
| Conclusion of meet | Announce: ALL TEAMS: Pick up awards prior to leaving venue |  |  | X |
| Conclusion of meet | Invite all teams to please stay for awarding of trophies to support & cheer |  |  | X |