

Meet Director Checklist

(keep in mind that not all apply to all meets)

√	Task Description	Assigned To:	Due Date
	Check pool availability with Facilities		
	Secure Meet Referee, Admin Official, Starter and at least two Stroke & Turn Officials.		
	Obtain contract from facility. Confirm all components.		
	Contract with facility for equipment <ul style="list-style-type: none"> - Concession, lounge, office, locker space - Tables and chairs - Parking - Trash barrels - Safety Marshals - How to leave the pool at end of meet (<i>level of clean-up, how to lock up</i>) - Timing System: set up and take down - Other needed equipment / space 		
	Secure Committee Chairs for hospitality, programs, entries, etc		90 days before
	Create meet invitation and apply to MSI for sanction		45 days before
	Contract with swim suit vendor for space at meet		
	Arrange for computer, printer, head phones, timing equipment (if not provided by facility)		
	Reserve hotel rooms if needed (referee, team block discounts)		
	Letter to parents emphasizing need for considerable help		
	Find Volunteers for the meet - Identify positions needed <ul style="list-style-type: none"> - Marshals - Backup timer - Head timer - Timing System / Announcer - Computer results entry - Timing (2/lane) - Runner/Poster - Awards (sticking labels, sorting) - Concessions - Concessions coordinator for session/day - Admissions - Parking 		
	Order any awards for the meet		6 weeks before
	Order Supplies from USA Swimming if needed: <ul style="list-style-type: none"> Order 2 part disqualification forms if needed - Order 4 part relay cards if needed 		30 days before
	Arrange food concession needs <ul style="list-style-type: none"> - order food or assign families the food and supplies - arrange storage space - make price signs - arrange for supplies / equipment (microwave, large coffee pots, extension cords) 		
	Arrange for cash at meet: start up cash, especially ones and quarters <ul style="list-style-type: none"> - concessions - admissions/programs 		
	Arrange for food/munchies/water/beverages to be available as a hospitality area during each session for workers and coaches. Championship meets require a more substantial meal for the coaches and officials.		

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	Check supplies for meet - stop watches (2/lane + 2 or more for back-up timer + extras) - batteries - clipboards - pencils - pencil sharpener - radio headsets - first aid supplies - tape of National Anthem - paper for timing system printer - 4+ reams of paper for results computer - 1 ream of colored paper in case of re-seeds - labels for awards		
	- time trial cards (if needed) - DQ slips (2 part forms) - relay cards (1 part or 4 part forms) - lap counters - bell for distance events - Correct count of medals and ribbons		
	- grocery bags or envelopes for each team for awards - Timer instructions (tape basic version to clipboards) - masking tape - small cooler for injury ice - tables for Admissions - signs and tape (stay out, location of lost & found, please clean-up trash) - duct tape - magic markers for impromptu signs - can of compressed air to use on touch pad plugs TRASH BAGS for each team area to use after each session		
	At the Meet Day 1: At least 2 hours before warm-up...the earlier the better - Check for appropriate chairs, tables, barrels, parking barrels, timing system, anything else provided by the Facility - Check that all equipment is working: timing system, microphone, tape deck - Check National Anthem tape - Unload food and set up concession stand and admissions areas		
	- Set up pool deck: chairs, tables, signs, computer, buttons, cones, counters - Post heat sheets signs near bleachers and on pool deck - Post work assignments and timing assignment in pool office - Give a copy of work assignments to Concessions/ Timing System / Results Computer - Set-up timing system, starting system, printer, and touch pads - Set-up computer and printers		
	- Collect, separate, and deposit money		
	- Make rounds to determine all is going well amongst all the workers, locker rooms, and areas off-limits		
	- Keep one set of medals available for the Awards Ceremony		
	- Distribute water/sodas to workers on deck		
	- Distribute garbage bags to team deck space for them to use for their trash		

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	End of Each Day - Clean deck, bleachers, lobby, locker rooms - Take full garbage bags to trash storage location - Lock all doors providing access to pool area (bleacher doors, both locker rooms, pool office, emergency exit) - Ensure pool area is empty and lock doors behind you as you leave or specifically tell the next user of the pool (who is there) that they now have control of the pool.		
	End of Meet - Sweep stands - Collect lost & found (hold for a week or two then donate to a thrift shop) - Collect and store equipment - Clean deck, bleachers, lobby, locker rooms - Take full garbage bags to trash storage location - Move facility furniture back in place - Ensure pool area is empty and lock doors behind you as you leave or specifically tell the next user of the pool (who is there) that they now have control of the pool.		
	Post Meet – Deposit money: separate by admissions/programs/results, concessions, time trial/deck		
	Thank you to parents		+ 1 wk
	Debrief with coordinators to identify successes and areas to improve, make suggestions on how to change		
	Complete file of meet information to keep for planning future meets - Revise To Do List for future meets - Identify changes to make for future meets		
	Check pool availability for next year		
	Send result files, financial statement and check to MSI Office		