PERSONNEL

Committees:

1. Officials
2. Timing
3. Awards
4. Admissions
5. Hospitality
6. Concessions
* Ensure the Coordinators can properly staff their jobs.
* Work with the Meet Referee and/or your Club Officials coordinator to line up key officials – deck referees, administrative judges, starters, stroke and turn judges, etc. The KENTUCKY SWIMMING Official Committees Area Representatives can provide the Club Officials Coordinator with a list of certified officials to help with recruiting officials for the meet.

MEET PROGRAM may include:

1. A list of participating teams.
2. The Order of Events (optional, but nice as a filler)
3. The heat sheet pages (3 columns) including the name, club (or UNATTACHED) and entry time for each swimmer.
4. Time Standards - You may wish to include time standards: Motivational, KENTUCKY SWIMMING Championship, Southern Zone Championship, Sectional, National, Olympic. Choose 1 or 2 standards at most.
5. Maintain meet records, if available.
6. Compile event sponsors. Gather and arrange adverting.
7. Do NOT include an estimated timeline in the program for any preliminary or timed final session, nor should you include ‘heat start times’ in the program.

TEAM PACKETS

Use a container that can accommodate a hanging folder for each team which will include:

* Heat or Psych Sheets for each session and one (1) entire Meet Program
* Warm-up times and lane assignments, if appropriate
* Any special communications
* If you are hosting a meet where teams will be spending the night in hotels you may wish to put in a form to request the contact information for the Head Coach and where they are staying in case you need to contact them during the meet.

“MEET BOOK” for the Meet Referee.

Include:

* Meet information
* Time Line
* Worker assignment list (optional)
* Notes for the Meet Referee of any discrepancies that have not been resolved
* Notes of importance or instruction for the computer operator

Meet with the full meet committee at the pool and plan locations for:

* Clerk of Course
* Automatic Timing Console
* Recorder/Scorer
* Computer
* Announcer
* Posting Results
* Hospitality
* Concessions
* Lost & Found
* First Aid
* Awards
* Admissions
* Other activities (T-shirt sales, vendors

6. Verify the installation and set-up of the following:

* Backstroke Flags
* Lane Lines with 15-Meter Markers
* Public Address System \* Starting Blocks
* Starter Stand (or table)
* Automatic Timing System
* Display Board
* Computer / Printer
1. Check all supplies and equipment:
	* Headsets Bells
	* Watches
	* Clip Boards
	* DQ Slips & Relay Cards
	* Scotch Tape, Masking Tape, & Duct Tape
	* Lap Counters
	* Pens, Pencils & Pencil Sharpener, Stapler & Staples, Paper Clips, Rubber Bands, Scissors
	* Tool Kit & Extension Cords, Surge Protector
	* First Aid Kit
	* Boxes & Bags for Awards
	* Binders and/or accordion folders for printed results
2. Provide for the removal of ladders, diving boards, weight equipment, etc. from the deck

AT THE MEET

1. Have on hand:
* Meet Information
* Original entry from each team and/or individual
* Record of payment received or monies owed
* Current copy of USA Swimming Rules and Regulations
* Current copy of KENTUCKY SWIMMING Rules and Regulations
1. If the meet includes deck-seeded event, work with the Meet Referee or Admin Referee on posting of scratches from the check-in sheets and the creation and printing of the event heat sheets. Be sure to print enough copies to include officials, timers, coaches, and others that may need the information. Omit any advertising that would have gone into the programs.
2. Confer with the Meet Referee for any last minute items.
3. Ensure the Meet Marshals are in place for Warm-ups.
4. Ensure that all teams have a copy of the Warm-up Schedule, Procedures, and Lane Assignments and that copies of those items are prominently posted around the facility.
5. Be prepared to assist the Referee. Remember that the Meet Referee is in complete charge of the competition.