



# Virginia Swimming

## Championship Meet Checklist

### POOL:

- \_\_\_\_\_ air temperature
- \_\_\_\_\_ water temperature & level
- \_\_\_\_\_ chairs & towels
- \_\_\_\_\_ guard stand position
- \_\_\_\_\_ diving board position
- \_\_\_\_\_ deck obstructions (bolts, cracks, etc.)
- \_\_\_\_\_ backstroke flags (position, height)
- \_\_\_\_\_ starting blocks (tight)
- \_\_\_\_\_ centerline rope (50m pool)
- \_\_\_\_\_ recall rope
- \_\_\_\_\_ electrical hazards
- \_\_\_\_\_ posting locations
- \_\_\_\_\_ lane lines
  - \_\_\_\_\_ - tight
  - \_\_\_\_\_ - 15m mats
- \_\_\_\_\_ pace clocks
- \_\_\_\_\_ PA system
- \_\_\_\_\_ bleachers (safe)
- \_\_\_\_\_ athlete shade/tents (outdoor pools)
- \_\_\_\_\_ announcer area
- \_\_\_\_\_ clerk-of-course table
- \_\_\_\_\_ ladders (out if necessary)
- \_\_\_\_\_ aeration system (if necessary)
- \_\_\_\_\_ computer & supplies
- \_\_\_\_\_ lighting adequate
- \_\_\_\_\_ scoreboard
- \_\_\_\_\_ ready room
- \_\_\_\_\_ awards stand w/backdrop (if used)
- \_\_\_\_\_ athlete seating

### EQUIPMENT:

- \_\_\_\_\_ copy machine
- \_\_\_\_\_ head sets
- \_\_\_\_\_ timing system & display board
- \_\_\_\_\_ watches
- \_\_\_\_\_ clipboards
- \_\_\_\_\_ pencils
- \_\_\_\_\_ awards (inventoried)
- \_\_\_\_\_ lap counters (available; good repair)
- \_\_\_\_\_ bells
- \_\_\_\_\_ music (including National Anthem)

### WARM-UP POOL:

- \_\_\_\_\_ lane lines
- \_\_\_\_\_ backstroke flags
- \_\_\_\_\_ access controls

### COACHES MEETING: (Create agenda w/meet director)

- \_\_\_\_\_ entry procedures
  - \_\_\_\_\_ - check-ins
  - \_\_\_\_\_ - relays
  - \_\_\_\_\_ - distance events
- \_\_\_\_\_ hospitality
- \_\_\_\_\_ special meetings
- \_\_\_\_\_ medical services/first aid
- \_\_\_\_\_ awards routine
- \_\_\_\_\_ rules interpretations
- \_\_\_\_\_ time trials
  - \_\_\_\_\_ - daily deadlines
  - \_\_\_\_\_ - limitations
- \_\_\_\_\_ warm-up procedures (post, announce, hand out)
- \_\_\_\_\_ overhead/drawing of facility layout w/rooms
- \_\_\_\_\_ awards/finalists ready rooms
- \_\_\_\_\_ banners (placement, etc)
- \_\_\_\_\_ parking requirements
- \_\_\_\_\_ Zone team selection (if applicable)
- \_\_\_\_\_ meet jury (eligibility, technical)

### MECHANICS DURING THE MEET:

- \_\_\_\_\_ warm-up, timer schedules posted
- \_\_\_\_\_ credentials checked & controlled
- \_\_\_\_\_ Discuss with Admin. Referee/Official
  - \_\_\_\_\_ - psyche sheet developed
  - \_\_\_\_\_ - scratch box & scratch forms
  - \_\_\_\_\_ - relay forms
  - \_\_\_\_\_ - check-ins (distance, relays, events)
  - \_\_\_\_\_ - heat sheets (deadlines, print, posting)
- \_\_\_\_\_ awards routine
- \_\_\_\_\_ meet evaluation forms, if used
- \_\_\_\_\_ ready room escorts/baskets
- \_\_\_\_\_ parade music



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### OFFICIALS & VOLUNTEERS:

- clerk-of-course
- referees
- starters
- admin. referee/official
- stroke & turn judges
- timers
- CTS operators
- recorders
- marshals
- announcer
- program/heat sheet/results sales
- registration
- time trials
- copy machine operators
- runners
- finalists/awards escorts
- awards presentors
- hospitality
- concessions

### ROOMS/SPACES NEEDED:

- lost & found security
- hospitality
- officials briefing
- coaches meeting
- first aid (MD/EMT)
- Zone team, as needed
- clerk-of-course
- admin. Referee/ official
- special meetings

### POST-MEET:

- summary of meet report
- send unlocked meet & time trial back-ups to office
- ensure accident reports (Report of Occurrence) have been filed