



# Virginia Swimming

## Meet Checklist

### POOL:

- air temperature
- water temperature & level
- chairs
- 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 functional (if used)

### EQUIPMENT:

- timing system & display board
- watches
- clipboards
- pencils
- lap counters (available; good repair)
- bell
- music (incl. National Anthem)

### WARM-UP POOL/LANES (if used):

- lane lines
- backstroke flags
- entry controls

### OFFICIALS & VOLUNTEERS:

- referees
- starters
- administrative official
- stroke & turn judges
- marshals
- timers
- CTS operators
- recorders
- clerk-of-course
- announcer
- program/heat sheet sales
- runners
- pool staff

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

- hospitality
- medical services/first aid
- rules interpretations
- warm-up procedures (post, announce, hand out)
- banners (placement, etc)
- parking requirements

### MECHANICS DURING THE MEET:

- warm-up, timer schedules posted
- credentials checked & controlled
- scratches, positive check-ins
- relay cards

### ROOMS/SPACES:

- lost & found
- hospitality
- officials briefing
- coaches meeting
- first aid (MD/EMT)
- clerk-of-course, if used
- admin. Official
- men's & women's restrooms

### POST-MEET:

- financial report
- email unlocked back-up to office
- ensure any accident reports (Report of Occurrence) have been filed