



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
- _____ filter room (including pool staff)
- _____ lighting adequate
- _____ pool certified
- _____ scoreboard
- _____ ready room
- _____ awards stand w/backdrop (if used)
- _____ athlete seating
- _____ deck drinks

EQUIPMENT:

- _____ copy machine
- _____ head sets
- _____ warm-up control signs
- _____ timing system & display board
- _____ watches
- _____ clipboards
- _____ pencils
- _____ awards (inventoried)
- _____ lap counters (available; good repair)
- _____ bells

WARM-UP POOL:

- _____ lane lines
- _____ backstroke flags
- _____ kickboards/pullbuoys
- _____ 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
- _____ announce socials, picnics, etc.
- _____ warm-up procedures (post, announce, hand out)
- _____ overhead/drawing of facility layout w/rooms
- _____ NTV's
- _____ awards/finalists ready rooms
- _____ banners (placement, etc)
- _____ parking requirements
- _____ Zone team selection
- _____ meet jury (eligibility, technical)

MECHANICS DURING THE MEET:

- _____ Clerk-of-course:
 - _____ - scratch box & scratch forms
 - _____ - relay forms
- _____ heat sheets (deadlines, seeding, print, collate)
- _____ heat scheduling posting
- _____ Admin. Referee:
 - _____ - check-ins (distance, relays, events)
 - _____ - number of events swum checked
 - _____ - psyche sheet developed
- _____ time lines posted
- _____ credentials checked & controlled
- _____ awards routine
- _____ meet evaluation forms
- _____ ready room escorts/baskets
- _____ parade music

OFFICIALS & VOLUNTEERS:

_____ clerk-of-course
_____ referees
_____ starters
_____ stroke & turn judges
_____ timers
_____ CTS operators
_____ recorders
_____ marshals
_____ announcer
_____ program/heat sheet/results sales
_____ pool staff
_____ registration
_____ time trials
_____ copy machine operators
_____ runners
_____ finalists/awards escorts
_____ awards presentors
_____ briefing room (w/hospitality)
_____ music
_____ NTV's

ROOMS:

_____ lost & found security
_____ hospitality
_____ officials briefing
_____ coaches meeting
_____ first aid (MD/EMT)
_____ Zone team
_____ clerk-of-course
_____ admin. referee
_____ special meetings

POST-MEET:

_____ summary of meet report
_____ full set of results (including swim-offs & time trials)
_____ copies of "Report of Occurance"