

## SWIM MEET CHECKLIST

### SWIM MEET \_\_\_\_\_

**MEET MANAGER:** meet invitation, heat sheet, clipboard, pencil, info to pass on at coaches/officials meeting

**REFEREE:** clipboard, heat sheet, dq forms, pencil(s), referee checklist, heat placing form, 400 and 800/1500 lap counting form, table or podium and chair, red pens, **copy of meet invitation before meet.**

**STARTER:** starting system, chair, clipboard, pencil, heat sheet, DQ forms and red pens, **back up starting system.** .

**CLERK OF THE COURSE:** heat sheet, cards in a box organized by event, pens, pencils and sharpener, erasers, paper clips, extra cards, table and chairs.

**MARSHALLS:** marshalling board, pencils, benches or chairs.

**ANNOUNCER:** heat sheet, paper, pencil, PA system (ideally near clerk of the course and marshals), table and chair.

**CHIEF TIMER:** two stopwatches (at least), spare pencils or sharpener, stopwatch sign out list.

**TIMERS:** clipboard (one each lane), pencil, heat sheet, stopwatches, chairs.

**PLACE JUDGES (if you will be using):** chairs, clipboards, pencil, heatsheet, place judge forms (can be small pieces of paper).

**STROKE AND TURN JUDGES:** clipboard, pencil, heat sheet, dq forms and Red pens

**CHIEF FINISH JUDGE:** calculator, paper clips, heat sheet, pencils, table, chair.

**SAFETY MARSHALLS:** safety jackets, warm up rules, list of events and length of sessions.

**OFFICE (computer operator, assistant, ribbons):** table, chairs, photocopier, computer and printer, pens, pencils, erasers, scissors, glue, tape, Pencil sharpener and markers, paper for results and for printer, ribbons, medals, labels, bags/envelopes for each club to put ribbons and results in, box to store timecards after entered into the computer. Heat sheet. Forms for protests, provincial records, scratches, official list of events, etc. Lists of registered swimmers.

**REFRESHMENTS:** depends on how extensive you plan to be.

**SET UP and TAKE DOWN:** what will you need to take down boards/put up blocks etc