

IRVINE SWIM LEAGUE

Meet Guidelines

Meet Coordinator's To-do List

2 weeks before the meet:

- Contact Official—make sure you have an official. If you are using a professional, send map/direction
- Gather Supplies:
 - (12) sharpened pencils, (1) battery-operated sharpener
 - (6) blue/black pens, (2) red pens, paper clips, stapler, rubber bands,
 - (12) Sharpies
 - Clothespins or large binder clips, scissors, calculator and clipboards.
 - Stopwatches with fresh batteries—(1) watch per home lane and (2) watches per visitor lane and (1) for the back-up timer. 12 is a good amount
 - Duct tape, extension cords, power strips, screw driver
- First Aid Kit: well-stocked.
- Forms: Judges slips, DQ register sheet, announcer's list of events
- Ribbons: contact your ribbon person. Make sure that they will be there.

Monday before the Meet:

If you are the Home Team, call the visiting team and go over any questions

- Parking restrictions
- Number of lanes: Home Team has the odd, Visitor has the even
- Coaches Meals – courtesy for home team to host coaches for lunch (number of coaches within reason)
- Special events: Coaches' race, half-time entertainment

Thursday before the Meet:

- Contact your Volunteer Coordinator to make sure all of the jobs are filled
- Make sure that the coach has contacted the Event Card Person and whoever is printing the labels for the cards.
- Confirm time and day with your official

Friday before the Meet:

- Event Cards complete?
- Schedule of Events ready for posting EARLY Saturday Morning?

Meet Day

- 6:30 AM
 - Unlock and open up
 - Direct set-up group—remember, Lane 1 is nearest to the Starter
- 8-8:30
 - Meet with the visitor's Meet Coordinator
 - Ask if all of their positions are filled
 - Ask for their team's Schedule of Events and record how many swimmers per race on the Announcer's Schedule
 - Set-up Head Table
 - Make sure there is enough power
 - Ribbons in place
 - Event Cards to the Ready Bench
 - Give Schedule of Events to the Announcer and Starter
- 8:45
 - Call for First-Half workers to report to their positions
 - Call for swimmers to report to the Ready Bench
 - Call for a meeting with the Coaches and Judges
- 9:00 "Swimmers Step-up"

Cont.

Courtesies

- COMMUNICATE! The host team should call the visiting team.
- Help each other out.
- Home Team is to provide cold drinks to the volunteer parents and coaches
- Home Team should provide a small table for visiting team's swimmer check-in
- Home Team should make announcements for both teams such as upcoming team events and Team Records

Facts to Know

- Your Lane Writer writes for your team's lanes.
- 2 timers from the opposing team and 1 timer/ lane writer from your team in your lane
- Home team has the odd numbered lanes. Tri or Quad Meets are the exception
- Home team covers the Back-up Timer position
- 2 Ribbon Writers per team are allowed at the head table
- Each team supplies their own ribbons
- Keep the Meet Handbook (red cover) at the Head Table