

Central Zone 14 and Under Meet Checklist

Revised December 2024

By their nature, Central Zone 14 and Under Championship Meets can be challenging meets to host. There is a quick turnaround between LSC championship meets and Zone meets. Entries are complex. This meet is oftentimes the first meet athletes and their families have travelled for a swim meet, leading to high anxiety. Thus, it is important that hosts are prepared for a successful meet. This document is intended as a checklist for meet hosts to complete in preparing for the meet.

Section 1: Key Personnel

- ☐ Meet Referee: _____
- ☐ Meet Director: _____
- ☐ Admin Referee: _____
- ☐ Entry Chair: _____
- ☐ Timing Operator: _____
- ☐ Announcer: _____

Facility Checklist

- ☐ Facility in compliance with USA Swimming Rules (Articles 103)
- ☐ Facility availability
Pre meet (facility should be available day prior to start of meet)
- ☐ Tickets
 - Sold online?
 - Sold in person?
- ☐ Printing – psych sheets, heat sheets, results
- ☐ Sanction
- ☐ Hotel rooms
- ☐ Announcer – table, music with assistant, sound system
- ☐ Timing – rigging, shipping/receiving, mats to cover cables
- ☐ Crash room – ensure large room is available with a table for each team
- ☐ Vendor area
 - Equipment sales
 - Photo sales

- ☐ Registration procedures – hours, volunteers, packets, credentials, coaches packets
- ☐ Doctor on call/EMS
- ☐ Parking
- ☐ Photographs
- ☐ Credentials/Marshals – Warm-up procedures w/ signs
- ☐ Ready room, awards staging – volunteers, flow, numbered seats, runners for awards
- ☐ Equipment – lap counters, bells (1/lane), radios (12) with batteries
- ☐ Awards/Ceremonies – inventory, volunteer to prepare each session
- ☐ Internet – wireless, registration
- ☐ Officials' shirts
- ☐ Lighting
- ☐ Disability access
- ☐ Custodial – restrooms, garbage, decks
- ☐ Mechanical – backwash, temperature (air and water)
- ☐ Storage – timing, awards, signage
- ☐ Computers – registration, meet manager (printer)
- ☐ Clerk of course – power, locking scratch box
- ☐ Seating – athletes
- ☐ Meet Administration – timing, admin referees, meet announcers, music