

Meet Director Checklist

European Forces Swim League

Meet: _____

Date of Meet: _____

Please note: The Meet Director is NOT necessarily responsible for DOING all of these things, but he or she, together with the Meet Referee and Statistician, are responsible for making sure they ARE DONE. Good communication and advance planning are a must.

60+ DAYS PRIOR (Date: _____)

_____ Reserve pool.

_____ Order awards, if necessary (for pentathlons or other meets with medals or other non-ribbon awards—ribbons are provided by EFSL and your team supply should have been inventoried and replenished at spring league presidents' meeting). These orders often require 6-8 weeks' lead time.

_____ Review the notes or after-action reports of previous meet directors for suggestions, specific needs, or possible areas of concern. Begin considering/investigating potential solutions to problems and/or feasibility of potential changes/improvements.

6-8 WEEKS PRIOR (Date: _____)

_____ Plan meeting/coordinate with meet management team (Meet Director, Meet Referee, Team Statistician).

_____ Draft meet announcement. Samples available on EFSL website. Ensure you work with the Meet Management Team to finalize the events and order of events for the meet. Notify the EFSL statistician to request an update to the EFSL Master Calendar if you are changing the type of meet being held.

_____ Organize volunteer needs, recruit volunteers to key positions. (Some teams have a designated Volunteer Coordinator—if your team has a person that will be helping to recruit/assign volunteers, communicate with them early to make sure they know the needs for this particular meet and that they understand what positions need to be filled.)

_____ Meet with venue representative (pool manager or other venue staff) and review plan for meet—make sure timeline, building access, and all meet details are clear and acceptable to venue and hosting team. Ensure pertinent details are included in meet announcement.

_____ Send draft meet announcement to meet management team for review prior to sending it to the EFSL Statistician for final approval and sanction number. .

3 WEEKS PRIOR (Date: _____)

_____ Once the final meet announcement with the sanction number is received back from the EFSL Statistician, send it to all visiting teams no later than 21 days prior to the meet.

_____ Check meet supplies at pool (hospitality/concessions supplies such as paper goods, napkins, coffee, utensils, etc., also signage for directing swimmers, coaches, and volunteers, nametags or other deck pass materials, timing equipment, batteries, tables, chairs, heat winner trinkets/awards, Ziploc bags for ribbons, etc.), replenish as necessary. [See Section 4 of Meet Director Guide.](#)

_____ Check for supply needs with Statistician (computer paper, labels for ribbons, pencils, other computer table supplies) and Meet Referee (pens, DQ slips, clipboards, etc.) as well. Combine/coordinate orders to save on shipping, increase efficiency, and reduce redundancy.

7 DAYS PRIOR (Date: _____)

_____ Double-check supplies, make sure anything ordered has come in and is at the pool or someone will be bringing it.

_____ Make sure your volunteer for concessions / hospitality shopping is clear about what and how much to buy. Clarify your team's reimbursement procedure and communicate with volunteer shopper. Make arrangements for delivery and set up at the pool.

_____ Check in with key volunteers (Statistician, Meet Referee, Volunteer Coordinator, etc.) and address any concerns as needed. Also check with your team president to make sure that there are no concerns pertaining to the meet being channeled through the presidents that you need to address.

_____ Confirm that you have flags and anthems (US and host nation) ready to go. Make sure you know how to utilize any digital files and sound systems to play anthems at the start of the meet.

_____ If possible, schedule a walk-through at the meet venue, preferably with the meet Safety Officer. Check for any safety concerns (e.g., locked exits, unsecured diving boards, protrusions or holes in the deck, slippery areas, overloaded electrical sockets in the stats or hospitality area, etc.) and find a solution. Involve venue staff as required, maintaining open and clear communication.

1 TO 2 DAYS PRIOR (Date: _____)

_____ Send reminders to all of your volunteers (or let Team Unify or Sign-Up Genius do it for you!). Check in with volunteer leaders (Hospitality, Concessions, Stats, Meet Referee).

_____ Once entries are received and processed by Statistician, review entry numbers and determine plan for warm-ups.

_____ Print list of volunteers for reference at the meet. (copies for meet director, stats, head marshal, safety officer, hospitality, timer volunteers for chief timer, and concessions)

_____ Send email to coaches with helpful information/reminders. Attach copy of invite. Include warm up times, meet times, coaches and officials meeting times, any special instructions, parking information, safety instructions, or other important information.

_____ Make copies of the meet announcement to post at the pool. (Generally posted in a conspicuous area, easily accessible to coaches, officials, etc.) This gives everyone present an easily accessible reference.

_____ If you are selling concessions, make sure you have your cashless payment system in place (and it is working!) or a money box ready and stocked with cash to start.

_____ Make sure there is a plan to charge the starter (who will charge it, who will bring it to the pool if it is not already there). Check anything with batteries, replace as necessary.

_____ Confirm set-up team. Make sure they know where and when and what the plan is.

Set-Up: NIGHT BEFORE OR DAY OF MEET

_____ Bring supplies to the pool. Make sure timing equipment, watches, clipboards, chairs, and marshaling areas are ready. Check in with key volunteers to make sure no last-minute supplies are needed.

_____ Will you be posting results? If so, is that area free of unnecessary clutter? Rearrange as needed.

_____ Post any signage for swimmers, coaches, volunteers, and spectators, including signs designating team areas, safety reminders, etc.

_____ Check with Meet Referee for any last-minute issues: backstroke flags in place, starter is charged and ready to go, lap counters in place, DQ slips/clipboards/pens available, etc.

_____ Check with Statistician for any last-minute issues: batteries, paper, wifi connection, power supply, etc.

_____ Post meet announcement (single-sided) on walls.

DAY OF MEET

_____ The meet director is the first to arrive and the last to leave. Most of your work is done by now—on the day of the meet, you will serve as a smiling face and friendly helper as all of your volunteers and plans come together for a successful meet.

_____ Post heat sheet (single-sided) on walls as a quick-reference for swimmers. May need to post in more than one location. Somewhere near the entrance to the marshaling area and/or in team areas are good options.

_____ If preparing ribbons at meet, make sure your awards team is set up, and the stats team is prepared to print labels throughout the meet as results are available.

_____ If you are selling heat sheets and/or concessions, make sure they have heat sheets ready to sell and a cash box.

_____ Check in with hospitality. Confirm that they have everything they need. It is a nice gesture to have someone in hospitality assigned to distribute water to volunteers that are not able to move freely (officials, timers, marshals, stats).

_____ Make sure your volunteer who will be posting results knows where to get results and where to post them. Also, confirm that they have a supply of the tape you want them to use (usually painters' tape to avoid damage to walls).

_____ During meet, circulate throughout all areas, making sure everything is running smoothly

POST MEET

_____ Make sure all meet-related items are removed, and the pool is restored to its pre-meet state, as required.

_____ Check in with Statistician and assist with end-of-meet tasks and break-down, if needed.

_____ Make sure the pool bill is paid.

_____ Thank your volunteers!

MEET EQUIPMENT

Mandatory Items

- Stop Watches (3 per lane plus 10 extra), with extra batteries
- Lap Counters (1 per lane)
- LD last lap bell
- Signs/Dry Erase Boards to direct marshaling, spectators, etc.
- Fully-charged Starter with microphone
- Clipboard for officials (10+)
- Clipboard for timers (1 per lane)
- [DQ slips](#)
- Black pens, red pens, pencils
- Whistles (3)
- Backstroke flags (if not provided by pool)
- Fluorescent vests for Safety Officer
- Tables for Statistician and Clerk of Course/Marshals
- Extension cords (heavy-duty)
- Plug adapters
- Chairs (3 per lane) for timers + additional around pool for officials and Stats
- Medical kit (including ice)

Optional items

- Touch pads with supporting computer
- Speakers with microphone for announcer
- Music (pre-downloaded) linked to the speaker system. This should include the US and HN national anthems
- Walkie-talkie system for communication between Marshals, Stats, Meet Director, and Meet Referee
- Awards podium (for Divisionals and Pentathlon meets)
- USA and HN flags for anthems prior to meet
- Cones or rope dividers to cordon off pool deck areas for officials, coaches, marshaling and spectators
- Backstroke wedges
- Wi-Fi hotspot if strong, stable Wi-Fi is not available at the facility
- Towels to wipe down starting blocks
- Extra trash bags and toilet paper, if not provided by the facility