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| Time | PRELIMS Time Sensitive Announcements | Fri | Sat |
| 7:00 AM | You or the Starter will open the pool for warmups.  Remind swimmers that USA Swimming & UT Swimming safety procedures need to be followed throughout the meet. Remind swimmers not dive into the warmup pools. | x | x |
| 7:00 AM | Warmup begins | X | X |
| 7:00 AM | Welcome swimmers, coaches, and parents to the 2019 Utah Swimming Short Course Senior Championships! | X | X |
| 7:10 AM | (FRIDAY ONLY) There is a Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM at the Clerk of Course The positive check-in closes at 10 am | X |  |
| 7:10 AM | (SATURDAY ONLY) There is a Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free at the Clerk of Course The positive check-in closes at 10 am |  | x |
| Repeat throughout session. | (FRIDAY ONLY) Swimmers swimming EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM need to provide their own timers and counters. In Prelims, the 400 IM will be swum fastest to slowest, alternating between girls and boys. | X |  |
| Repeat throughout session. | (SATURDAY ONLY) Swimmers swimming EVENTS 33 and 34, Senior Girls and Boys, 500 Free need to provide their own timers and counters. In Prelims, the 500 Free will be swum fastest to slowest, alternating between girls and boys. |  | X |
| Repeat throughout session. | Remind Coaches that need to check-in and be credentialed in order to be on the deck. Credentialed coaches will receive a wristband to wear. | x | x |
| Repeat throughout session | REMIND several times : This is closed deck meet. Only USA Swimming registered coaches, athletes, and credentialed meet workers are allowed on the deck. | x | x |
| 7:50 AM | Timers need to report to the volunteer check-in table. | x | x |
| 7:55 AM | Timers need to report to the volunteer check-in table. | x | x |
| 8:05 AM | During the last 20 minutes of warm-up, lanes 3, 5 and 7 will be available for starts. | x | x |
| 8:20 AM | (FRIDAY ONLY) The 400 Free Relay will be swum as the first event of prelims. Following the relays, event # 5 and #6, Girls and Boys 400 Free Relay, there will be a 10 minute break. | x |  |
| 8:20 AM | (SATURDAY ONLY) The 200 Medley Relay will be swum as the first event of prelims. Following the relays, event # 21 and #22, Girls and Boys 200 Medley Relay, there will be a 10 minute break. |  |  |
| 8:25 AM | Clear the Pool | X | X |
| 8:30 AM | Meet Starts | X | X |
| 8:30 AM |  |  |  |
| Repeat throughout session | No flashes at the start. | X | X |
| 9:20 AM | (FRIDAY ONLY) The Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM will close in 40 mins. | x |  |
| 9:20 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free will close in 40 mins. |  | x |
| 9:30 AM | (FRIDAY ONLY) The Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM will close in 30 mins. | x |  |
| 9:30 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free will close in 30 mins. |  | x |
| 9:40 AM | (FRIDAY ONLY) The Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM will close in 20 mins. | x |  |
| 9:40 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free will close in 20 mins. |  | x |
| 9:50 AM | (FRIDAY ONLY) The Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM will close in 10 mins. | x |  |
| 9:50 AM | (SATURDAY ONLY) The Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free will close in 10 mins. |  | x |
| 10:00 AM | (FRIDAY ONLY) The Positive Check-in for EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM is now closed | x |  |
| 10:00 AM | (Saturday ONLY) The Positive Check-in for EVENTS 33 AND 34, Senior Girls AND Boys, 500 Free is now closed |  | x |
| Throughout Session | For Athletes: Utah Swimming Athlete Rep ballots are available at the coaches check-in They are due at the end of Saturday prelims. | X | X |
| Throughout session | Announce prelim results, including top 18 finishers (top16 + two alternates.) Announce names beginning with 18 then17 (announce as alternates), then 16-9 (Consolation Heat), then 8 through 1 (Championship Heat.) Announce the time and that they have 30 minutes to scratch. (See Training sheet). After 30 minutes, announce that the event in closed for scratches and mark the time closed on the *Prelim Results Announcement Record*. | x | X |
| Before event 18 | (FRIDAY ONLY) Swimmers swimming EVENTS 19 AND 20, Senior Girls AND Boys, 400 IM need to provide their own timers and counters. In Prelims, the 400 IM will be swum fastest to slowest, alternating between girls and boys. | X |  |
| Before event 32 | (SATURDAY ONLY) Swimmers swimming EVENTS 33 and 34, Senior Girls and Boys, 500 Free need to provide their own timers and counters. In Prelims, the 500 Free will be swum fastest to slowest, alternating between girls and boys. |  | X |
| Before End of Session | (SATURDAY ONLY) For Athletes: Utah Swimming Athlete Rep ballots are available at the coaches check-in They are due at the end of TODAY’S prelims. |  | X |
| End of Session | Thank swimmers, coaches, parents, and volunteers for coming. When leaving, please throw away any trash. All personal belongings need to be taken with you as the benches will be cleared after this session. | x | x |

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| Time | **FINALS Time Sensitive Announcements** | **Fri** | **Sat** |
| **NOTE** | A FINAL will be staged in the waiting room behind the blocks |  |  |
| 5:00 PM | Open the pool for warmups. Remind swimmers that USA Swimming & UT Swimming safety procedures need to be followed throughout the meet. Remind swimmers not dive into the warmup pools. | x | x |
| 5:00 PM | Warmup Begins | X | X |
| 5:00 PM | Welcome swimmers, coaches, and parents to the 2019 Utah Swimming SC Senior Championships Saturday Final Session! | x | x |
| 5:00 PM | (FRIDAY ONLY) Remind several times: Tonight’s format will be relays after the National Anthem. Finals Session order will be Bonus, Consolation, and the Championship heat. | X |  |
| Repeat throughout session | REMIND several times : This is closed deck meet. Only USA Swimming registered coaches, athletes, and credentialed meet workers are allowed on the deck. | x | x |
|  | (Friday ONLY) Swimmers swimming EVENTS 19 and 20, Senior Girls and Boys, 400 IM DO NOT need to provide their own timers. | X |  |
| Repeat throughout session. | (SATURDAY ONLY) Swimmers swimming EVENTS 33 and 34, Senior Girls and Boys, 500 Free need to provide their own counters. NOTE: They do not need to provide their own timers |  | x |
|  | (Saturday only) We want that SUSA swim team for providing the timers for tonight’s session! |  | x |
| Repeat throughout session. | Remind Coaches that need to check-in and be credentialed in order to be on the deck. Credentialed coaches will receive a wristband to wear. | x | x |
| 5:10 PM | (FRIDAY ONLY) Coaches remember that scratches for tomorrow’s events are due to the clerk of course by 6 PM tonight. | x |  |
| 5:20 PM | Timers need to report to the volunteer check-in table in 10 mins. | x | x |
| 5:30 PM | (FRIDAY ONLY) The 200 Free Relay will be swum as the first event of finals. Following the relays, event # 7 and #8, Girls and Boys 200 Free Relay, there will be a 10 minute break. | x |  |
| Repeat throughout session | Announce several times: All alternates for events need to report to the starter area prior to their event and remain there. | x | x |
| 5:35 PM | During the last 20 minutes of warm-up, lanes 3, 5 and 7 will be available for starts. | x | x |
| 5:30 PM | Call for scratches for Saturday Prelims. Scratch box closes in one hour. | x |  |
| 5:55 PM | Clear the Pool | X | X |
| 5:55 PM | National Anthem if not there by 5:50 on Friday. Bennion Messenger and McKay Larsen. Text Paul Larsen to get a hold of them. Saturday: plan music if no one shows. | X | X |
| 6:00 PM | Meet Starts | X | X |
| Repeat throughout session | No flashes at the start. | X | X |
| When you can | There will be 10 minute break after relays. | x | x |
| 6:20 PM | (Friday only) Remind: scratches for Prelims tomorrow close in 10 minutes. | x |  |
| 6:30 PM | (Friday ONLY) Close Scratches for Saturday Prelims is now closed. | x |  |
| Repeat throughout session | Announce several times: All alternates for events need to report to the starter area prior to their event and remain there. | x | x |
| Throughout session | Announce each heat of swimmers.   1. Announce the name of the race: “This heat #\_\_of event #\_\_, name the event. Example: “This the 4th heat of event # 2, boys 200 freestyle.” 2. Announce swimmers in the heat: Give the name of lane, the swimmer’s name swimming in the lane, and the swimmer’s club. Example: “Swimming in lane one is Michael Phelps from Cache Valley Marlins.” 3. Give the race information: the state records, pool records, etc. 4. Narrate the race for the spectators: Give name of who is ahead and if they were the top seed of the heat. You can give the qualifying time of the person who is ahead. At the final lap, announce who is ahead and their team. | x | x |
| Throughout session | Announce team scores. Get them from computer operator. | X | X |
| Before Event 31 | (Saturday Only) Swimmers swimming events #33 and # 34, Girls and Boys 500 Free, need to provide their own counters but NOT timers. |  |  |
|  | (Friday ONLY) For Athletes: Utah Swimming Athlete Rep ballots are available at the coaches check-in They are due at the end of Saturday’s prelims. | x |  |
|  | (Saturday ONLY) Utah Swimming Athlete Rep Announcement |  | x |
| Conclusion of meet | Thank all participants, meet workers, officials, volunteers, facility manager, |  | x |
| Conclusion of meet | Announce: ALL TEAMS: Pick up awards prior to leaving venue |  | x |
| Conclusion of meet | Invite all teams to please stay for awarding of trophies to support & cheer |  | x |