

SWIM MEET IDENTIFICATION BADGES: HOW TO GUIDE AND RESOURCE GUIDE

Swim meet identification badges for coaches, officials, meet workers and others can:

- Make it clear to [meet marshals](#) who should be on deck
- Make it clear to hospitality workers who should be receiving meet [hospitality](#)

In addition to the above benefits, identification badges for meet workers can also:

- Help [timers](#) know their assigned lane
- Help those working at the Volunteer Check-in Table to know which positions do not have a “checked-in” volunteer

Badges can be used for any position but are especially helpful for timers and meet marshals. There are many ways to create badges. This post will address lanyard badges. Another post addresses the distribution and use of [disposable wristbands](#).



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To Make Swim Meet ID Badges

- TIME-WISE & MONEY-WISE TIP: Think “reusable” when making badges. Collect badges after each session and save for future use.
- **Needed Supplies:**
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 - **Perforated business card paper OR card stock**
 - TIME-WISE TIP: I very much prefer perforated business card paper — simply break cards apart along perforations after printing, no cutting required
 - **Plastic card holders OR laminate badges and hole-punch** to attach to lanyard instead
 - **Lanyards**
 - MONEY-WISE TIP: Perhaps a local business would be willing to give plastic card holders and/or lanyards to the meet host. An email to team parents may reveal someone who has potential contacts. Lanyards can be printed with business name if desired. Maybe a local business already has lanyards printed and/or plastic card holders available and would be willing to donate some for meet use. (Examples of business printed lanyards are in the photo above.)

My Amazon Picks



[Avery Two-Side Printable Clean Edge Business ...](#)

\$8.25 ~~\$15.36~~

(834)



Fushing 30Pcs Clear Plastic Horizontal Na...

\$12.99

(11)

Ads by Amazon

- **Design Ideas:**

- Use a clear, large font to print the position name on each badge.
- Badges may include meet, team or other logo
 - TIME-WISE TIP: Use a logo that will allow the badges to be reused at future meets Examples include:
 - The meet host team
 - The host team LSC (LSC stands for Local Swim Committee. LSC's are the regional governing bodies for USA Swimming)
 - The logo for the national governing body (if the meet is sanctioned by that body)
 - MONEY-WISE TIP: Perhaps a local business would be willing to make a donation to the team to get their logo on all meet worker badges. Be sure to specify how long the logo will stay on the badges: 1 meet, 1 season, 1 year? The donation amount could be linked to the amount of time the logo stays on the badge. The greater the donation, the longer the time.
- Badges may be handwritten or computer generated. **Templates for computer generated badges are below** (10 per page, each works with Avery perforated business card paper # 08871)
 - Generic Lane Timer Template
 - [Generic Lane Timer Badge Template](#) (Click to download WORD file)
 - [Generic Lane Timer Badge Template](#) (Click to view PDF file)
 - Generic Head Timer, Meet Marshal, Meet Worker Template
 - [Generic Head Timer Meet Marshal Meet Worker Badge Template](#) (Click to download WORD file)
 - [Generic Head Timer Meet Marshal Meet Worker Badge Template](#) (Click to view PDF file)
 - Fancy Timer Template (NOTE: This template was used at a double-ended start long course meet (notice the "West End" and "East End" lane timer

cards.) Lane numbers were written in after cards were printed with a fat tip black marker. See photo above.)

- [Fancy Timer Badge Template Double Ended Starts](#) (Click to download WORD file)
- [Fancy Timer Badge Template Double Ended Starts](#) (Click to view PDF file)
- Make extra plain badges (i.e. no position designated) that can be written on at the meet, if needed.
- For long course double-ended start meets: Designate each end separately for the timers, and any other applicable positions. (Example: “*Fancy Timer Badge Template Double Ended Starts*” file above)
 - It’s helpful to BOTH print the end name (example: East End, West End) on each timer badge and use a distinct color for each end. If printing on card stock, different colors of paper can be used for each end. If using perforated business card paper different colors can be printed, or the end names can be marked with different color highlighters after printing.
- **Souvenir option:**
 - Souvenir lanyard idea: Lanyards can be printed with meet name or team name and given as souvenirs to officials, key meet workers and others. (An example is shown in the picture above.)
 - Some larger meets get “Bag Tag” type identification badges that double as a souvenir “thank you” for their officials, key volunteer meet workers and



others.

To Use Swim Meet ID Badges

Distribution Ideas

- Distribute at check-in. Have a list of who should receive the badges and/or a place to write the name, team, contact information and meet worker position (if applicable) of the person receiving the badge.
 - Places where check-in could occur:
 - Clerk of Course
 - Volunteer Check-in Table
 - Prior to first officials briefing (for officials)
 - Prior to timer meeting (for timers)
 - TIME-WISE TIP: Use someone other than the person conducting the timer meeting to check-in timers when doing the check-in this way.
 - Wherever a meet worker checks-in before working the meet
 - Some workers, like runners or admin help, may check-in directly with the meet director or admin official

- If badges are to be returned, notify the person when and where the badge should be returned. For example:
 - Instructions to timers: “At the end of the session, return your badge to the head timer.”
 - Instructions to others: “At the end of the session, return your badge at the Volunteer Check-in Table.”

Collection Ideas

- Give instructions for return during initial distribution (See examples above)
- Have head timer collect ID badges from timers before or just after the last heat finishes

Volunteer Check-in Table

- It is highly recommended to use and mark a check-in list when distributing badges.
- ID Badges are a physical reminder for those working at the [Volunteer Check-in Table](#) of the number of volunteers still needed to staff the meet, or at least the positions which will be given badges. If a pre-meet volunteer sign-up was utilized, badges for those who have already signed up can be kept on one side of the table and badges for positions that still need to be filled kept on the other. Then, when someone comes volunteering to help, it's easy to see which positions are open.
 - Did you laugh at the thought of volunteers showing up at the table asking to help? Give the announcer several announcements to read during the meet warm-ups letting everyone know that volunteer timers (or meet workers) are needed. In the announcement, give the **time to report** (remember to allow time for the people to get on deck, check-in, receive training (if applicable) and get into position), **place** (Example: Volunteer Check-in Table) **and where the place is located in “pool terms”** (under the flag, by the diving boards, at the entrance to the spectator seating, in the lobby, etc.)