

Cardinal Hill Swim Team: HOME SWIM MEETS

Swim Meet Set-Up

- ☐ Set up computer and printer on manager's desk (the desk facing out the window in the guard room). Remove tents, coolers, food, drinks, paper products, etc. from the Snack Bar closet, for concession stand use. Set up Concession Stand in the grass near the Snack Bar.
- ☐ Place red benches (usually located under the deck stairs) on the lower pool deck by lap lanes and pool tools. Put lap lanes in the water.
- ☐ Bring out starter cart (located in pump room) and starter system (swim team locker in guard room). Place in poles (pump room) and put up backstroke flags (swim team locker in guard room). Put in blocks (1" time pump room, then lower pool deck) with block toolbox (pump room).
- ☐ Remove covers, set block in the base, screw in bolt (in toolbox). Covers go in toolbox.
- ☐ Borrow tables from clubhouse, as needed.
 - Use 1 Table between deck posts for timer clipboards (swim team locker in guard room), heat sheets (printed), ribbons (swim team locker in guard room), ribbon box (swim team locker in guard room). Chairs as needed.
 - Use 3 - 4 Tables for Concession Stand
- ☐ Setup the Announcer area on the upper deck
 - folding chair, round table, heat sheet
 - microphone and speaker

Pre-Meet

- ☐ Warm-Up: Home Team @ 5:00pm
- ☐ Warm-Up: Visiting Team @ 5:30pm
- ☐ Official Meeting @ 5:45pm
- ☐ Timers Meeting @ 5:45pm
- ☐ National Anthem @ 5:55pm

During Meet

- ☐ SEE LIST OF VOLUNTEER POSITIONS NEEDED

End of Meet

- ☐ Clean up. Put things back based on "Swim Meet Set-Up" above.