

IES CHAMPIONSHIP MEETS

LSC & HOST TEAM RESPONSIBILITIES



HOST TEAM WILL PROVIDE:

Personnel:

- Console Operator confident in operating the timing equipment & scoreboard (including set-up, operation, "trouble shooting" the system)
- Admin Official/Deck Computer Operator(s) confident in running the computer/office for a Prelims/Finals meet.
- Hospitality Room staff
- Administrative personnel sufficient to staff:
 - Clerk of Course
 - Posting of results
 - Office Runner
 - Assembling of awards
 - Safety Marshals (for all warm-up sessions/warm-up pool during competition - per USA Swimming and IES Requirements)

Facility:

- Officials Meeting Space to accommodate 30-40 people (**Classroom is recommended*)
- Hospitality Area
- Space for Vendor(s) including power source & other needs (**Talk to Championship Coordinator for details.*)
- Warm-up/down lane(s)
- Adequate restrooms/changing facility
- Parking Recommendations

Equipment:

- PA System
- Tables (for Coaches, Admin/Office, Hospitality, Awards, Safe Sport, etc)
- Chairs (for Coaches, Admin/Office, Athlete Staging, Lane Timers, etc)
- Timing equipment (pads/buttons) with all cables/modules - must have two buttons per lane. **See IES Equipment Trailer List if needed*
- Stop Watches (must have 2/lane + 2 for head timer + 4 backup) **See IES Equipment Trailer List if needed*
- Laptops (x2) with Hy-Tek Meet Manager 8.0. Must be set up to network. (**Talk to Championship Coordinator for details.*)
- Networking Equipment - Router/Switch, Ethernet Cables x3 (**Talk to Championship Coordinator for details.*)
- Printer that can handle printing 40+ multi-page documents (**Copier is recommended*)
- Identification Badges for Volunteers (to identify clearance on deck)
- Clipboards (1/lane of competition & minimum of 8 for officials)
- DQ Slips - one package
- Office Supplies:
 - Extra Printer Toner Cartridge
 - Printer Paper (x8 reams)
 - Award Labels (1,300 labels - Avery 5160)
 - Stapler & staples
 - Blue Painters Tape
 - Duct Tape
 - Highlighters
 - Paper Clips
 - Scissors
 - Pencils (for lane timers & officials)
 - Pencil Sharpener

Miscellaneous:

- Secure an Apparel Vendor for the meet. The meet logo design will need to be provided to the Championship Coordinator no less than 60 days in advance for use with design of Awards, Bag Tags, Heat Sheets, etc.
- Create slideshow and moderate General/Officials Zoom Meeting. (**Talk to Championship Coordinator for details.*)
- Provide meals (light breakfast, lunch, dinner), snacks, and drinks for Coaches and Officials working the respective session(s) throughout the meet.
- Responsible for 1) \$25 Sanction Fee and 2) all fees related to acquiring/renting the equipment needs listed above, not including equipment used from the IES Trailer.
- **Within 10 days of the conclusion of the meet* — Complete & submit IES Championship Meet Financial Report and fees. (see IES website for form)

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LSC WILL PROVIDE:

Personnel:

- Meet Referee
- Admin Referee
- Admin Official(s), as needed
- Officials (all IES teams will help, but host team is asked to provide extra support)
- Lane Timers (all IES teams will help, but host team is asked to provide extra support)
- Championship Coordinator Support

Equipment:

- Awards (Meet, High Point, Team)
- Bag Tags (Swimmer, Coach, Officials)
- Equipment from IES Trailer (Host team is responsible for travel arrangements of trailer to Championship meet.)
- Hy-Tek Meet Manager Site License with capability to network two (2) computers

Financial:

- Provide funding for fees related to facility-required expenses (pool rental, lifeguards, facility-required staffing, athlete/spectator area).

Miscellaneous:

- Provide Zoom link for General/Coaches Meeting.
- IES Official's Chair and Office Manager will coordinate the ordering of Officials Polos.

IES EQUIPMENT TRAILER:

Each IES trailer (2) is equipped with the following items:

- Colorado automatic timing and judging equipment capable of running a meet from both ends of the pool (including timing console, touch pads, two buttons per competition lane, and a 2-line scoreboard)
- Back-up equipment consisting of extra pads, buttons, cables
- Stopwatches (24)
- Lap counters with poles (12)

Person of Contact:

Trailer in Tri-Cities — Jeff Walkley (509) 999-3092

Trailer in Wenatchee — Jeff Sutton (509) 393-4657