**Meet Check List**

**1.0 Pre Meet**

1.1 Obtain Meet Director

1.1.1 Apply for sanction for meet with help from OMS Sanctions Officer.

See <http://okswim.org/SnctnRqst.pdf> for Sanction Request Form. For More Details See: <http://www.usms.org/admin/lmschb/gto_sanc_general.pdf>and <http://www.usms.org/comp/sanction/request.php>.

1.1.2 Guide for Preparing the Meet Flyer & Registration Form:

* Date and Place of Meet
* Date & Time of Warm up & Start of meet
* Statement of the meet being ran in accordance with USMS rules
* Is registration by check & Online Credit card going to be provided?
* What is the meet registration fee both early and thereafter?
* Is deck entry going to be allowed?
* When is the cut off for early registration?
* List the order in which events shall be swam (The list of events is the meet director’s prerogative.)
* Note web link where the results will be posted.
* Meet Registration form embedded in the flyer on the same page as the list of events
* A statement as to the maximum number of events that may be swam including or not including relays.
* Participation release embedded in the flyer on the same page as the list of events.
* Review flyer with Sanctions Officer and provide flyer to the OMS web master so that the OMS site may update website calendar.

1.1.3 Publicize the Meet

* Send a composed e-mail with a link to the Flyer to the OMS Registrar requesting that it be broadcast to our membership.
* Send same to the Arkansas Web Master and they will post the link on their web site.
* Put on USMS calendar at http://www.usms.org/comp/event\_search.php

1.1.4 Pool Facilities

• Check with pool manager for the facility rules and regulations?

• What is meets temperature requirements?

* When does the meet temperature regulation need to start?
* Has the pool length been certified and on file with USMS? Form is in Appendix B of Rule Book. Make sure you include the requirements for a movable bulk head if used.

1.1.5 Things to obtain before the meet

* Clipboards, pencils, watches, starter signal, lap counters
* First aid supplies
* Check for backstroke flags
* PA system or megaphone for starter
* Warm up lane signs (no diving, one-way sprints)
* Chairs for timers
* Tables and chairs for check-in and scoring

1.1.6 Coordinating Officials and Timers for the Meet

Obtain Officials for meet. At least one must be USMS certified

* Starter who may also be a stroke/turn judge
* Referee who may also be a stroke/turn judge
* At least two people to serve as stroke/turn judges if not covered by starter and referee

Obtain Timers for meet

* Identify a lead timer.
* The lead timer shall coordinate any special need with the meet director.
* The lead timer should obtain the timers required in each lane. There must be one timer/lane with automatic equipment and two if automatic timing is not used (three watches for national records)
* The lead timer should obtain, check out, and provide the watches for the timers.
* Provide a backup timer who will provide backup watches.

If automatic timing equipment is used

* Indentify the individuals who will be operating the equipment?
* Determine the lead person and make sure the officials are aware of that person.
* Coordinate any needs these individuals may need.
* Identify results coordinator
* Gather the results from time cards.
* Tabulate the results as needed and arrange to post at meet.
* When electronic equipment is used the results shall be taken from this equipment. Time card results and electronic button data shall only be used in case of electronic equipment failure.

2.0 During Meet

2.1 Needed during the meet

Check in table

* Person (s) to check in pre-entered swimmers, process deck entries, collect money, check USMS registration and waivers not received. Make available USMS applications forms,
* Make available copy of current state/citizen records and USMS Rule book

Time Card Runner.

* After each heat gather up the cards from the manual timers and provide them to equipment coordinator for the purpose of generating results.

Relief Workers

* Their shall be sufficient trained personal provided so that any of the positions being coordinated in 1.16 above may be relived as required.

Safety

* Monitor warm-ups/warm downs and meet conduct. Have emergency phone and number of hospital or rescue unit. Identify emergency exit and shelters. Location of first aid kit . Pool address.

Relay Coordinator

* + - * Seed relay entries

Hospitality at the meet

* Provide Beverages/ Snacks during meet (see social below)

2.1.1 Postings of Results and Records

* Results

The results coordinator shall provide the results as they become available and a runner shall post for the swimmer's viewing in the designated area determined by the results coordinator and approved by the meet director.

* Records

The current state and citizens records shall be posted for the swimmers viewing in a location chosen by the results coordinator and approved by the meet director. This location shall be chosen so as not to create a traffic jam with placement of the meet results.

Post Meet

3.1 Clean Up & Tear down

Each area of responsibility shall be broken down and the equipment and furniture shall be place as directed by the facilities coordinator.

3.2 Social

As swimmers are finishing and changing to street cloths the social coordinator shall check that the hosting area is ready to receive the swimmers.

3.3 Results

The Results Coordinator shall:

* Insure that the results shall be prepared in the proper medium and provided to the OMS Top 10 coordinator.
* This will be an Electronic File when either automatic timing equipment or hand timing is used.
* Coordinate with the Top 10 coordinator to ensure results & records are provided to the OMS Web Master and posted.
* Send a composed e-mail with a link to the Results to the OMS Registrar requesting that it be broadcast to our membership.
* Send same to non OMS competitors who have asked for this notification. Registrar should be able to provide contact info for non-LMSC swimmers
* Records/Top Ten person will be responsible for posting results to USMS and OMS website

4.0 Things to Consider for the Social --This is primarily a pre meet task.

4.1 Type of social

* None, At a Commercial Facility, At an open and relaxed venue like a home or hall?
  + - * + If Commercial
* Find and Coordinate with commercial facility like:
* Range of the number of people expected
* Determine group:
* Area
* Menu
* Service
  + - * + If Open Venue
* Find and Coordinate with Venue provider
* Obtain a food coordinator
* What will club furnish & obtain
* What will club members furnish & obtain
* Coordinate club and member furnished items & insure they are at the social on time.

Obtain a drink coordinator

* Is alcohol acceptable at the social?
* Determine the beverages required for the social.
* Is beverage cooling required?
* Provide the appropriate beverages in their cooling retainers at the social in time and cooled to an acceptable temperature.