

## Divisional Swimming Championship Chairperson's Checklist

- Call or e-mail all teams in your Division to let them know you are in charge of the Division Championship Meet and all questions regarding the meet should come to you. Remember to give pool directions and a telephone number.
- Notify each team to have their entry cards filled out before coming to the pool.
  1. If necessary, entry card changes can be made at the pool.
  2. Remind each team, first and last names of swimmers on each entry card. If not, penalty DQ.
- Have each team bring a roster of names only --- for the correct spelling of the athletes' name.
- Each team is to provide for the Swim Championships, 3 timers with working stopwatches, 1 ribbon writer and 1 person to help with the scoring. (All persons working the meet should be adults. The host team is responsible for supplying 2 runners to collect the entry cards from the timers and carry them to the scorers. Any additional personnel should come from the host team.
- Make sure you have a generous supply of pencils for people working the meet.
- Make sure you have at least 2 sets of Championship score sheets
- If necessary, call the Police to notify them of the meet and that cars may be parking on the streets close to the pool from 8:30am until 1:00pm.
- Try to have a shady area close to the starting area for scorers and ribbon writers. Large umbrellas can cast a lot of shade.
- Rope off the competition area so that the officials can walk the length of the pool without hindrance.
- The host team should supply all volunteers with a beverage.
- Have a complete First Aid kit available & the 911 number available – just in case. A doctor or nurse on hand would be great.
- Contact (John Osterhoudt) if the awards\* are not at your facility one week before the meet.

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## Divisional Swimming Championship Chairperson's Checklist (continued)

- Be sure to count the awards\* (medals and ribbons) ahead of time to make sure you have enough. If not, contact Michael Panzarino (President). In addition, if you think you have extra, please also contact Michael.
- Make sure the PA system is working
- Make yourself a checklist of last minute things you have to do. Don't rely on your memory that championship day
- Please remember to bring a copy of all results to the All Star Swim meet. One copy for the President as well as copies for all participating teams.

### **\*AWARDS:**

You should have:

Division 1 & 2      82 ea. Gold, Silver, Bronze medals  
                          82 ea. 4th, 5th & 6th place ribbons

Division 3, 4 & 5    82 ea. Gold, Silver, Bronze medals  
                          82 ea. 4th & 5th place ribbons

### **MAKE SURE THE FOLLOWING ANNOUNCEMENTS ARE MADE:**

- Names of winners. If the winner cannot attend the All Star Meet, the 2nd place finisher must be notified.
- Teams placing 1st, 2nd or 3rd at the Championship Meet must supply one timer with a watch for the All Star Meet.
- Coaches are to pick up colored coded lane cards and have them filled out and bring for use at the All Star Meet. (Extras should be brought to the All Star Meet)
- Time & Place of the All Star Swim Meet. (8:30am warm-up & 9:00am start @ Briarcliff)
- The 8 & under relays are the first event of the All Star Meet!