

Divisional Diving 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 diving sheets should be filled out before coming to the pool.
 1. If necessary, changes can be made at the pool.
 2. Remind each team, first and last names of divers and proper signatures must be on the diving sheet.
- Notify each team that they are responsible for 1 diving judge with diving judges score cards and one other volunteer to either score or write out awards.
- Make sure the PA system is working.
- Make sure you have pencils, a diving calculator (or calculator) and diving judges score cards.**
- Make sure you have the Diving Championship score sheets.
- 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.
- 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 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 Diving Meet. One copy for the President in addition to copies for each participating team.

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Divisional Diving Championship Chairperson's Checklist (continued)

***AWARDS:**

DEPENDING UPON THE NUMBER OF TEAMS IN YOUR DIVISION - You should have:

Division I – **5 teams with diving**

4 each: GOLD, SILVER, BRONZE (medals) and 4th & 5th place RIBBONS

Division II – **6 teams with diving**

4 each: GOLD, SILVER, BRONZE (medals) and 4th, 5th & 6th place RIBBONS

Division III – **4 teams with diving**

4 each: GOLD, SILVER BRONZE (medals) and 4th place RIBBONS

Division IV – **6 teams with diving (includes 2 teams from Division V)**

4 each: GOLD, SILVER, BRONZE (medals) and 4th place RIBBONS (for Div IV)

AND

2 each: GOLD, SILVER - no ribbons necessary (for Div V)

(Division IV to score divisions separately as well as award medals separately)

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.
- Date, Time and Place of the All Star Diving Meet. (Thursday, July 31: Pocantico Hills Pool – 5:00pm warm-up & 5:45pm start)
- The NWSC Wrap-Up meeting will be held immediately following the All Star Diving Meet. (mandatory for coaches).

It is very important that all divers are present at the All Star Meet. Every effort should be made to make sure the second or third place diver is notified in the event the winner of each event cannot attend.