

Preliminary Setup Checklist For Swim Meets

Need at least 6+ volunteers

1. The coaches should be at the pool to help with setup. They should put the lane lines in the pool & move the line wheel to the back of the pool & out of the way.
2. Move all chairs & tables away from far side of pool near the bushes (where the scoring tables will go) & from the deep side of the pool farthest from the gate (where swimmers will start during the meet). Make sure that the visitors side has plenty of tables & chairs to use. Stack extra lounge chairs out of the way, no more than 5 high.
3. Set up 3 folding tables (kept in storage at the pool) for scorers, DJ, & ribbon writers at the far side of pool by the bushes. Set up 3 EZ UP canopies (also in storage) over the tables. Make sure there are 8 chairs at the tables.
4. Two strong people need to set up starting blocks at deep side of pool. They are kept in storage at the pool, along with the special wrench needed in a yellow bucket (last seen in concession area).
5. Set up chairs for swimmers to sit in while on deck at deep end of pool. Use at least 6 rows of chairs, 5 chairs deep. The chairs are white resin chairs kept in storage at the pool. Set up a table & chair for clerk of course in far left corner of pool, near the chairs.
6. Set up 2 chairs on left side of pool in front of scoring tables for our coaches to use. Set up 2-4 chairs on opposite side of pool facing these chairs for the opposing coaches.
7. Clear out 2 sections under our shade structure farthest from gate for our swim team kids to sit. Rope this off to keep adults out of these sections. The rope is behind the bushes at the far end of the pool near tennis courts.
8. Set up the rope that will go across the entire pool for the 6 & under swimmers at the corner of the pool where the shallow end meets the deep end. It is kept behind the bushes near the tennis courts. Set up ropes for the kid pushers to use. These go at the closest part of the deep end where the swimmers exit the pool, and around & behind the scorers table. The ropes are behind the bushes.
9. Set up 4 large lights for the pool- 2 by tennis courts, 1 by each of the other corners of the swim lanes. These are kept in storage at the pool, along with extension cords to use.
10. Put 2 bulletin boards on display for the coaches to put heat sheets on for our team & parents to consult during the meet. These are in storage & are placed near the roped off area for our swimmers.
11. Place flags by the diving blocks (short roll) & at opposite end of pool (long roll). There are holes in the concrete for the poles to fit in to. They are kept behind the bushes.
12. Set up 2 cones in the closest parking spots to our gate. This is to save these spots for our DJ & concessions. They have to transport very large & heavy loads of equipment.