

BDSC CHECK-IN

RUNNING CHECK-IN

Setting up

In the Bullpen

The Setup team will bring tables, chairs, and an awning to the Bullpen for you to use.

YOUR EQUIPMENT:

- (2) 4' tables
- (2-4) chairs
- (1) team awning
- Meet Director box (includes Shepherd Aprons, pens, sharpies, clipboards, Cheat Sheets, etc.)

YOU NEED THE FOLLOWING PRINTOUTS:

- A Meet Program for each Check-in Clerk
- List of Combined Events for this meet.
- Stapled Swimmer Check-In Sheets split into girls and boys to mark swimmers as present.
- Job Check-In Sheet to mark parents as present and to inform them of an estimate of when/ where their job will take place.
- Loose Check-In Sheets split into girls and boys to post on a wall or fence away from Check-in with painters tape. This is where the older kids will be able to confirm their heat and lane assignments and write it on their arm.
- Clerk of Course & Shepherd Sheets - (2) full Meet Programs for Clerks, stapled Shepherd Check-in and Meet Program by age.

Checking Everyone In Swimmers

Welcome the next family in line.

Ask for name and age.

Underline or highlight their entire row from name to assignments.

Point out any events that are combined and point out where to go to write them down:

- older kids and parents to the wall posting
- younger kids to the Shepherds

Make any notations that are important (error, questions, notifications, etc)

Once the line is processed. Look for any families that might have skipped check-in and check them in.

BDSC CHECK-IN

Parents

Check the family name against the Job Check-In Sheet and direct them to their assignments.

ANNOUNCER

Hand them their:

-N/A

Inform them:

- They start at the desk 20 min after setup starts.
- Their equipment will be at the desk.

BULLPEN

Hand them their:

- Merchant gets the merchandise box(es) and cash boxes
- Recognition will have brought own activities

Inform them:

- Merchant can take over the Check-in table once check-in is closed
- Recognition - their setup table is deeper in the Bullpen.

CLERK OF COURSE CLERK

Hand them their:

- Meet Program
- Noise Maker (if desired)

Inform them:

- They start 10 minutes before the meet begins at the swimmer entrance.

COMPUTER AND TIMING SYSTEM TEAM

Hand them their:

-N/A

Inform them:

- They start as soon as the deck opens for setup to help set up the desk.

OFFICIATING TEAM

Hand them their:

-N/A

Inform them:

- All their equipment is at the desk
- Starter and Referee start 30 minutes before the scheduled start of the meet
- Stroke and Turn Officials start at the S&T meeting when called by the Referee

RIBBON WRITERS

Hand them their:

-N/A

Inform them:

- Ribbon Writers start after Medley Relays complete. Announcer will call them to the desk.

SETUP AND TAKE DOWN TEAM

BDSC CHECK-IN

Hand them their:

- Set up Cheat Sheet (Set Up Only)

Inform them:

- Set Up starts when pool deck opens
- Take Down starts 20 minutes before scheduled meet end.

SHEPHERDS

Hand them their:

- apron
- sharpie
- cheat sheet
- Shepherd Sheet
- noise maker (if desired)

Inform them

- They start immediately
- Coordinate with them where they will be so you can send the young ones and their parents to them.
 - i.e. by check-in, at the gathering area, etc.

TIMING TEAM

Hand them their:

- N/A

Inform them:

- Head Timer - starts as soon as the deck opens for setup to help set up thestos with the Timing Assistant.
- Timers/Recorders - lane assignment and they start 10 minutes before the meet begins at the swimmer entrance.
- Results Runner - starts 10 minutes before the meet begins at the desk to get instructions.

BACKUP AND RELIEF

Hand them their:

- N/A

Inform them:

- They are on call all meet. The desk or the announcer may call for them at any time.
- They should partner with the Meet Directors if something comes up.