

Meet Set Up (and Tear Down) Checklist

Meet Program Printing/Distribution (50 double sided)

- Dorados Coaches - 8
- Visiting Team Coaches - 8
- Officials - 6
- Score Table - 3
- Announcer - 1
- Bullpen - 5
- Timers - 8
- Concessions – 10+

Additional Items to Print/Distribute for Dorados ONLY

- Athlete Entry Lists – 8 double sided
- Athlete Check-In Sheet – 1 single sided
- Volunteer Jobs List -1 single sided

Score Table / Announcer / Check-In Area Set Up

- Set up blue and red **canopy tents**. Attach one sidewall on blue tent. Use weights (blue tent) and water buckets + bungees (red tent). *Red tent is for check-in; blue tent is for score table + announcer.*
- Arrange **two long tables in an L-shape** with **4 chairs** under the blue tent for score table.
- Put **one table and one chair** under the red tent for check in.
- Run an **extension cord** + the **ethernet cord** from the building to the score table.
 - Cover with a **cable floor protector**.
 - Connect a **power strip** to the extension cord.
- Set up the **Wi-Fi extender** on the score table.
- Place Coach Christi's laptop on the score table.
- Prepare **clipboards** with:
 - Lane timer sheets
 - Meet program
 - 1 pen
- Provide **DQ slips** and **extra clipboards** for officials.
- Tape **Volunteer Jobs list** to the check-in table (use clear tape).
- Tape **Athlete Check-In sheet** to the check-in table.
- Post **Meet Program** and **Athlete Entries** on Whiteboard (use masking tape).
- Place **pens**, and **Sharpies** on the table.
- Provide **Athlete Scratch + Relay Change forms**.

Start System Set Up

- Attach **pole mount** to stanchion, then mount **starter**.
- Connect **microphone** to starter.
- Run **speaker cable** to the **lifeguard chair** behind Lane 1.
- Wrap cable around each block and pull taut for safety reasons.

- ❑ Use **zip ties** to attach the **auxiliary speaker** to the chair.
- ❑ Install backstroke wedges on each block.

Timing System Table Set Up

- ❑ Set up one long table near slide.
- ❑ Place laptop and timing system on table.

Bullpen Set Up

- ❑ Create **4 rows of 8 spot markers** in the grassy area behind the blocks.
- ❑ Move **lounge chairs** around the area to form a corral around the grassy area. Carry the lounge chairs - do not stack and drag them around:
 - Leave an opening on the diving board side near the retaining wall (Bullpen ENTRANCE)
 - Leave an opening behind the blocks in the **middle** (Bullpen EXIT)
- ❑ Hang the **Bullpen Event Number Flip Chart** on the **Gaslamp post**. Set numbers to 1–4. (Remove the hanging basket if needed.)
- ❑ Place a set of **spot markers behind the blocks**. (Facing the blocks from the grassy area, **Lane 1 is on far right, Lane 8 is on far left.**)
- ❑ Place another set of **spot markers on the turn end**, matching lane order.

Deck / Pool Set Up

- ❑ Place “**Pool Closed**,” “**Slide Closed**,” and “**Diving Board Closed**” signs in appropriate areas.
- ❑ Install and tighten **lane lines**.
- ❑ Remove **ladder near Lane 1** and place it alongside the **diving well**.
- ❑ Reposition **lifeguard chair** 6–8 ft back from the starting block on Lane 1, near diving well.
- ❑ Remove **deck anchor cap** (put cap in hardware basket) and install **Lane 1 starting block** from storage.
- ❑ Remove **deck anchor cap** from ladder area near Lane 8 and install **stanchion** to hold starter (put cap in hardware basket).
- ❑ **Return deck anchor caps, tools and hardware basket to swim team shelves in pool storeroom.**
- ❑ Remove and set aside **block covers** (away from bullpen and start side area – under the slide is a good spot).
- ❑ Place **stanchions near slide** to prevent traffic behind the blocks from that direction.
- ❑ Fill **cooler with ice and bottled water** and place it by the bench on the **start side**.
- ❑ Place **stanchions** along **entire turn end** to block off that area for Officials, Timers, Coaches and Relay swimmers.

Tattoo Table Set Up

- ❑ Move a **round table and umbrella** near the **pool entrance** and **first aid station door**.
- ❑ Place tattoo kit on table.

All items needed for meet set up can be found on the swim team shelves in the pool office, front room, storage room or Wolford Room. Need help? Ask any Dorado Coach!

Tear Down is the REVERSE of SET UP! 😊