

Home Team Meet Checklist

Materials:

- Disqualification Slips
- Team Entry Cards
- Pencils
- Stopwatches
- Ribbons 1st- 6th place
- Ribbon Labels – *Template on RACCSL website*
- Scoring Sheets
- Volunteer Vests
- Starting device
- Copy of league bylaws
- Calculator
- Roster

Pre Meet:

- Give copy of team roster to scorers
- Distribute one copy of Pool and Team Records to scorers (**Optional**)
- Call meeting of officials at 5:45
- Have Stroke and Turn Judges meet and discuss rules
- Have Runner, Recorder, Place Judges and Clerks of Course meet and discuss procedures
- Have all Timers meet with Head Timer

Following Meet:

- Review score sheets and have both RACCSL reps sign
- Following score sheet signing, announce final score
- Take one copy of score sheet (Make sure scorers know to save beforehand)
- Retrieve team rosters for both teams from scorer's table

Post Meet:

- Submit meet result to RACCSL.org
- Check team records and pool records against score sheet (**Optional**)
- Check score sheet for double and triple winners

Away Team Meet Checklist

Materials

- Team Entry Cards
- Volunteer Vests
- Bin or bag for swimmer ribbons
- REMINDER – Swimmers to bring towels*
- Roster

Pre Meet:

- Give copy of team roster to scorers
- Distribute one copy of Team Records to scorers (**Optional**)
- Organize team volunteers and have them report to appropriate volunteer meeting

Following Meet:

- Review score sheets and sign
- Take one copy of score sheet (Make sure scorers know to save beforehand)

Post Meet:

- Check team records and pool records against score sheet (Optional)
- Check score sheet for double and triple winners