

Home Team Meet Checklist

Entries due in Hydroxphere (Main Heats only) by Noon on day of meet for Tuesday meets

Entries due in Hydroxphere (Main Heats only) by 9:00 pm Friday before Saturday meets

Volunteers:

- League Rep
- Head Timer
- Timers (3 for 6 lane pool, 4 for 8 lane pool)
- Stroke and Turn Judge
- Order of Finish Judge
- Starter
- HydroXphere Operator/Scorer
- Ribbons Writer/Labels
- Ribbon Distributor (Heat Winners)
- Clerk of Course

Materials:

- All Timing Devices
- Ipad for scoring
- Ribbons 1st- 6th place
- Order of finish sheets for both judges
- Ribbon Labels
- Scoring Sheets
- Starting device
- Copy of league bylaws

Pre Meet:

- 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 Order of Finish Judges and Clerks of Course meet and discuss procedures
- Have all Timers meet with Head Timer

Following Meet:

- League reps review score
- Announce final score

Post Meet:

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

Away Team Meet Checklist

Entries due in Hydroxphere (Main Heats only) by Noon on day of meet for Tuesday meets

Entries due in Hydroxphere (Main Heats only) by 9:00 pm Friday before Saturday meets

Volunteers:

- League Rep
- Timers (3 for 6 lane pool, 4 for 8 lane pool)
- Stroke and Turn Judge
- Order of Finish Judge
- Ribbon Writer/Labels
- Clerk of Course
- Hydroxphere Operator/Scorer

Materials

- All Timing Devices
- Volunteer Vests
- Bin or bag for swimmer ribbons
- REMINDER – Swimmers to bring towels*

Pre Meet:

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

Following Meet:

- League reps review score
- Announce final score

Post Meet:

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

