



Passion, Connection, Legacy

Meet Plan

Shareable Version (3.0)

September 2016

INTRODUCTION

What is the Meet Plan?

A *proposed* agreement of what needs to be done, when, how & by whom. It provides a starting point for discussion and decision making by meet planners. It also provides a place to put important information so it can be easily accessed when needed by a variety of people.

Why use a meet plan?

- To benefit swimmers: As meet planners and workers, we can provide a better experience for swimmers by planner and coordinating
- To benefit meet planners and officials by:
 - Enabling coordination of effort among many people in different locations
 - Making tangible otherwise hard to communicate ideas
 - Creating one (1) centralized location for information
 - Ensures important information is accessible to all and, for example, not forgotten to be shared
 - **Providing clear, mutually agreed upon (once reviewed & “tweaked”) expectations, deadlines, etc.**
 - Surfacing potential problems which can then be addressed
- To ensure rules, regulations, policies & procedures of governing bodies are met

How to use the Meet Plan

- Read this INTRODUCTION
- Read the Area Plan associated with your position(s). It will tell which parts of the Meet Plan are applicable to you. (See Table of Contents: AREA PLANS. If needed, review the *Roster* in OVERVIEW section to see which area(s) you’re associated with.)
- AND/OR use search function to search document for “your” abbreviation(s)
 - For more efficient searches, use all characters AND letters in abbreviation(s)

Distribution and updating schedule

- April: ROUGH Draft (1.0)
 - Distributed to:
 - Zone Meet Planning Committee Members
 - Assigned Team Officials
 - Western Zone Championships Coordinator
 - May need to be shared with others. Please let meet director know if sharing.
- May: REVIEWED Draft (2.0)
 - All who received ROUGH Draft
- June, July & August (pre-meet): Update list (only if needed)
 - Not be the entire document—you don’t have time to read it again and I don’t have time to write it! ☺
 - All who received REVIEWED Draft
- September: FINAL (3.0) (New document which incorporates all previous updates and feedback from meet experience. Feel free to use, modify, share in whole, or in part.)
 - All who received REVIEWED Draft
 - Anyone else would like one. I would love to assist others who host meets.
- UPDATE: Much of this information will also be posted on HostGreatMeets.com to facilitate ease of distribution.

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OVERVIEW

The 2016 Western Zone Age Group Championships is a four day championship swim meet for approximately 700 athletes ages 8-14 from 14 western states. Athletes compete on one of 17 “all-star” teams from their state or region. Athletes, coaches, officials, team support personnel, families of swimmers, spectators, meet volunteers, zone and national swimming leadership attend a variety of event activities.

Website: utahzones2016.com

Date: August 10-13, 2016

Location: Kearns Oquirrh Park Fitness Center, 5624 S. Cougar Lane Kearns, UT 84118

Meet Motto: Swim Your Passion

Meet Vision Statement: Create opportunities for each to discover something great within, and also among, through inspiring passionate performance, expanded connection and lasting legacy.

Event Activities

- **Championship Meet:** Four days of competition in prelims/finals format. Prelim sessions are held each morning then top qualifiers and relays compete in late afternoon/evening finals.
- **General Meeting:** Held the day before the meet begins. Coaches, officials and meet organizers assemble to disburse information and finalize meet parameters.
- **Officials Clinic:** Held the day before the meet begins. Officials from throughout the Western Zone and local area, regardless of whether or not they are working the meet, are invited to come learn from a national level official.
- **Zone Dinner Social and Business Meeting:** Banquet for team and zone leadership held the second night of competition after finals. Includes a business meeting component.
- **Officials Social:** Social for officials working the meet. Usually held the third night of competition after finals.
- **Athlete Celebration:** A fun activity for all athletes held after the last session of the meet.

Purpose

Meet Messaging & Objectives

Because of the Olympic Connection: Utah’s Olympic legacy and the Rio Olympics occurring at the same time as the meet, planners envision more than just another swim meet.

Three key themes **Passion, Connectivity, and Legacy** establish the foundation of the experience we hope, with your help, to create. First, host a fun, high-level competitive event where the passion athletes and volunteers alike have for the sport is expressed. Our meet motto is **Swim Your Passion**. Second, leverage the concept of “connectivity” in bringing a swimming community together to build new friendships and catch the Olympic Spirit. Third, leave a legacy by making this one of the most fun and memorable events in everyone’s swimming career no matter how large or small a part they play.

Lasting Legacy

Included among the lasting legacies sought are:

- Benefit to Utah Swimming clubs: “Send us your people to help work the meet and we’ll send them back to you better than we got them.”
- Benefit to participating athletes: Increased capacity to “achieve excellence in the sport of swimming and in life”¹
- The meet Gratitude Campaign is about encouraging athletes to practice this valuable life skill by thanking volunteers, and others, at least 3 times each session. It is hoped this practice will become a personal “lasting legacy,” one that continues long after the meet is over.

¹ USA Swimming Vision Statement
2016 WZAGC Meet Plan

2016 Western Zone Age Group Championships Leadership Roster



Description: Committee comprised of key leadership responsible for planning, preparing and administering the 2016 Western Zone Age Group Championship swim meet.

Every position reports to a director. M=Meet Director, V=Volunteers, C= Communication/Athlete Rep mentor

Meet Host Director	Position & Abbreviation Used	Name	Phone	Email
	Meet Director (MD)			
C	Meet Athlete Rep (AR)			
C	Meet Athlete Rep (AR)			
C	Meet Athlete Rep (AR)			
C	Meet Athlete Rep (AR)			
C	Meet Athlete Rep (AR)			
M	Athlete Celebration (AC)			
	Athlete Rep Adult Mentor (AR)			
C	AR Adult Mentor Assistant (AR) & Meet Pins (OR)			
M	Audio/Visual Specialist (AV) & Opening Ceremonies (OC)			
C	Box Lunches/Dinners (BL)			
M	Banners (BN)			
	Communications (CM)/Publicity (PB) & Assistant to Meet Director			
M	Community Liaison (CL)			
M	Equipment (Computer) (EC)			
M	Finances & Vendor Contact (VE)			

V	Hospitality (HP)			
M	Meet Administration (MA)			
M	Meet Program (MP)			
M	Officials (OF), Officials Social (SO)			
C	Rio Connection (RC)			
M	Ordering (OR)			
M	Social, Zone Business (SZ), National Anthems (NA)			
M	Travel Support, Lodging (TS)			
M	Venue (VN) & Equipment (Timing) (ET) (KOPFC contact)			
	Volunteers (VO)			

Consultants to the committee

Position	Name	Phone	Email
Western Zone Championships Coordinator: WZCC			
Meet Referee /MR/			
Administrative Referee /AR/			
Team Lead Chief Judge /CJ/			
Team Lead Deck Ref/Starter /DR/			
Fundraising Consultant			

Meet Plan Abbreviations List

Meet Plan Abbreviations List

To enable efficient use of the search function, and the use of tables to convey a lot of information efficiently, abbreviations are used frequently throughout this Meet Plan. To search efficiently include all symbols

MEET HOST AREAS		ASSIGNED TEAM OFFICIALS & OTHERS		LOCATIONS	
(AC)	Athlete Celebration	/AR/	Administrative Referee	^?	Location undetermined
(AR)	Athlete Reps	/CJ/	Team Lead Chief Judge	^AN	Announcer Desk
(AV)	Audio/Visual	/DR/	Team Lead Deck Ref/Starters	^AV	Athlete Village
(AD)	Award Distribution	/MR/	Meet Referee	^CoC	Clerk of Course Desk
(BN)	Banners			^CP	Competition Pool
(BL)	Box Lunches	WZCC	Western Zone Championship Coordinator	^DT	Outdoor Dive Tank (in Athlete Village)
(CM)	Communications	ZMPC	Zone Meet Planning Committee	^East End	East end of Competition Pool
(CL)	Community Liaison	(T)	Teams	^eCTOS	East Computer/Timing System Operators Station
(EC)	Equipment, Computer			^GM	General Meeting
(ET)	Equipment, Timing			^HP	Hospitality Area
(FR)	Fundraising			^North Side	North side of Competition Pool
(HP)	Hospitality			^OFF	Meet Administrative Office
(MA)	Meet Administration			^OR	Outdoor Storage Room (located north of outdoor First Aid Station)
(MD)	Meet Director			^PRA	Parade Ready Area
(MP)	Meet Program			^RES	Resolution Desk
(NA)	National Anthems			^South Side	South side of Competition Pool
(OP)	Opening Ceremonies			^TH	The Hub (in Athlete Village)
(OF)	Officials			^VC	Volunteer Check-in Desk
(PB)	Publicity			^West End	West end of Competition Pool
(RC)	Rio Connection			^wCTOS	West Computer/Timing System Operators Station
(SO)	Social, Officials			^WRL	World Record Lounge (in adjacent Olympic Oval)
(SZ)	Social, Zone Business Mtg.				
(TS)	Travel Support				
(VE)	Vendors				
(VN)	Venue				
(VO)	Volunteers				

USA Swimming Rules & Regulations

Western Zone & Utah Swimming Policies & Procedures

Western Zone Age Leadership

Western Zone Leadership Selects Meet Referee

Western Zone Voting Members Elect Zone Meet Host LSC's

Meet Host Leadership

Meet Host: Utah Swimming selects Meet Director

Meet Director

Team
Communications
/ Athlete Reps
(Comm)

Volunteers
(Vol)

Zone Meet Planning Committee Members,
non-official meet workers & volunteers all
ultimately report to either the Meet
Director, Comm, or Vol

The *Roster* and *Area Plans* note which one

Some may also work under the direct
authority of Assigned Team Officials too.
Area Plans denote which one(s)

Meet Officials Leadership

Meet Referee:

Selects "Assigned Team" Officials

Admini-
strative
Referee:

Team
Lead Deck
Ref/
Starters:

Team
Lead
Chief
Judge:

Additional Officials report to one of
Assigned Team Officials

Both Meet Officials & Meet Host Leadership
work together to provide a quality swimming
experience for athletes which abides by Rules
and Regulations of Governing Bodies including
USA Swimming as well as Western Zone and
Utah Swimming Policies & Procedures



Calendars & Daily Meet Itinerary

Pre Meet Calendar & Deadlines

In APPENDIX M: Calendars

Daily Meet Itinerary: MONDAY & TUESDAY

<i>Daily Meet Itinerary: MONDAY & TUESDAY</i>				
	Time	Task	Monday	Tuesday
<i>Enter facility using Credentialed Gate. Park in back of Oval lot. (Teams, Officials, Credentialed Meet Workers)</i>			x	
	2:00 PM	Pre-scheduled warm-ups (6 lanes) open until 7 pm	x	
	7:00 PM	Warm-ups close	x	
<i>Enter facility using Credentialed Gate. Park in back of Oval lot. (Teams, Officials, Credentialed Meet Workers)</i> <i>All others enter facility using south facility entrance. Park in south lot.</i>				x
	8:50 AM	Credential Table (located in Clerk of Course area) opens for check-in		x
Deadline	9:00 AM	Coach Packets, including 2 preliminary meet summary reports, may be picked up at Clerk of Course		x
	9:00 AM	Pre-scheduled warm-ups (8 lanes) open until 6:30 pm		x
	5:00 – 6:00 pm	Box dinner delivery time		x
	12:00 PM	Clerk of Course open until 4:45 pm		x
	12:00 PM	Scratch Box & Positive Check-in for 800 Free opens		x
	4:30 PM	Deck Ref/Starter Meeting (Competition Pool Bleachers) 2 nd time option (same meeting) offered at 8:40 pm		x
	5:00 PM	General Meeting (Olympic Oval, World Record Lounge)		x
Approx 10 min after close of Gen Mtg	6:00 PM??	Clerk of Course open until 8 pm (Please be mindful of Opening Ceremonies from 7:00 pm – 7:45 pm)		x
	6:30 PM	Warm-ups (8 lanes + dive tank) close		x
	6:30 PM	Officials Education Clinic (Olympic Oval, World Record Lounge)		x
<i>To expedite entering and exiting facility for OPENING CEREMONIES ONLY: TEAM USING BUSES, park buses on west side of Cougar Lane (southbound) and have athlete enter and exit facility through EAST GATE. (The East Gate is marked with a small gate symbol on the "Competition Site Map"(Team Support area on website.) Wed – Sat, buses may use Olympic Oval parking lot round about for drop off/pick-up</i>				x
	7:00 PM	Opening Ceremonies (until 7:45 pm)		x
When leaving team area for the day		Please throw away any trash and secure loose items so they don't blow around at night. Also, have everything off ground in case sprinklers go off that night.		
	8:00 PM	Scratch box & positive check-in for 800 Free closes		x
	8:40 PM	Deck Ref/Starter Meeting (Competition Pool Bleachers) 2 nd time option (same meeting) offered at 4:30 pm		x

Daily Meet Itinerary: PRELIMS

Daily Meet Itinerary: PRELIMS						
Time	PRELIMS Itinerary Items	Wed	Thu	Fri	Sat	Where?
	<i>Parking: Back of Olympic Oval lot. Roundabout may be used for drop off/pick-up. All credentialed people (athletes, coaches, officials, chaperones, etc.) may enter through Credentialed Gate across from Oval entrance. Deck Pass must be shown for entrance at this gate.</i>	x	x	x	x	<i>Parking:</i> <ul style="list-style-type: none"> Olympic Oval Lot (Credentialed People) KOPFC South Lot (Spectators & Non-credentialed meet workers)
6:00 AM	Chief Judge Meeting	Team A		Team B		
6:30 AM	Chief Judge Meeting		Team A		Team B	
7:00 AM	Daily heat sheets available in Teams Box	x	x	x	x	Clerk of Course
7:00 AM	1 st Shift Warm-ups Start					Competition Pool
7:00 AM	Clerk of Course Desk Opens	x	x	x	x	Clerk of Course
7:00 AM	Officials Briefings	x	x	x	x	Hospitality Room
7:00 AM	Positive check-in for 1500 Free opens			x		Clerk of Course
8:00 AM	Timer Meetings	x	x	x	x	East end timers (Flag side): Outside the SE corner of the pool. West end timers (Doors side): Outside the NW corner of the pool
8:20 AM	Warm ups end	x	x	x	x	Competition Pool
After 8:20 AM	Previous Day Highlights Video & Team Roll Call	x	x	x	x	Competition Pool
8:30 AM	Meet Start	x	x	x	x	Competition Pool
11:00 AM	If arranged at team check-in: Awards from previous day delivered to team tent (if no one is there, awards will be left at Clerk of Course—all other team awards distributed after conclusion of meet Saturday night.)		x	x	x	Athlete Village or Clerk of Course
11:30 AM – 12:30 PM	Box Lunch delivery time	x	x	x	x	Athlete Village
12:00 PM	Relay Declarations Due	x	x	x	x	Clerk of Course
?	10 min. break before 800 Free (Championship Heat Finalists gather at Parade Ready Area 5 min. prior to start of event)	x				Parade Ready Area (Outside NW corner of Competition Pool Cover)
?	10 min. break before 1500 Free (Championship Heat Finalists gather at Parade Ready Area 5 min. prior to start of event)				x	Parade Ready Area (Outside NW corner of Competition Pool Cover)
?	Parading of fastest seeded heat	800 Free			1500 Free	Competition Pool

Daily Meet Itinerary: PRELIMS

Time	PRELIMS Itinerary Items	Wed	Thu	Fri	Sat	Where?
	Adam Szmidt Sportsmanship Award Selection Committee Meeting	x				
When leaving team area for the session	Please throw away any trash and secure loose items so they don't blow around while gone.	x	x	x	x	Athlete Village
DAILY FORMAT ITEMS						
	TIMED FINALS in prelims except: Fastest Heat Swum in Finals	11-12 400 IM	11-12 200 Back	11-12 Fly 11- 12 400 Free	11-12 200 Breast	
	TIMED FINALS: All heats swum in prelims, swum fastest to slowest	800 Free			1500 Free	
	Double ended chase starts (Everything in prelims except all 50's, 800 Free & 1500 Free) <ul style="list-style-type: none"> • Odd heats: West end starts • Even heats: East end All 50's: East end starts All 800 & 1500 Free: West end start	x (+800 Free)	x	x	x (+1500 Free)	
	FINALS SCRATCH DEADLINE: Swimmers have 30 min after announcement of prelim results of their event in which to scratch or declare intention to scratch	x	x	x	x	
	Fastest heat in the 800 & 1500 ONLY gather in Parade Ready Area at least 5 min prior to start of heat	800 Free			1500 Free	
	800 & 1500 ONLY swum fastest to slowest, alternating Girls then Boys	800 Free			1500 Free	
	ALL Relays swum as timed finals at the end of Finals	x	x	x	x	

Daily Meet Itinerary: FINALS

Daily Meet Itinerary: FINALS						
mps=minutes prior to start	FINALS Itinerary Items	Wed	Thu	Fri	Sat	Where?
	<i>Parking: Back of Olympic Oval lot. Roundabout may be used for drop off/pick-up. All credentialed people (athletes, coaches, officials, chaperones, etc.) may enter through Credentialed Gate across from Oval entrance. Deck Pass must be shown for entrance at this gate.</i>	x	x	x	x	<i>Parking:</i> <ul style="list-style-type: none"> Olympic Oval Lot (Credentialed People) KOPFC South Lot (Spectators & Non-credentialed meet workers)
90 mps	Warm-ups		x	x	x	Competition Pool
60 mps	Warm-ups	x				Competition Pool
60 mps	Officials Briefings	x	x	x	x	Hospitality Room
60 mps	Adam Szmids Team Sportsmanship award ballot box opens	x	x	x	x	Clerk of Course
30 mps	Timers Meeting	x	x	x	x	Outside the NW corner of the pool
25 mps	Warm ups end		x	x	x	Competition Pool
25 mps	Skits		x	x	x	Competition Pool
10 mps	Warm ups end	x				Competition Pool
5 mps	Team Roll Call, National Anthem & Reading of Team Scores	x	x	x	x	Competition Pool
1/2 hour after start of Finals	Scratch box closes	x	x	x		Clerk of Course
1/2 hour after start of Finals	Positive check-in for 1500 Free closes			x		Clerk of Course
5:00 - 6:00 PM	Box dinner delivery time	x	x	x		Athlete Village
???	10 min break between Individual & Relay events	x	x	x	x	Competition Pool
Start of Relays	Adam Szmids Team Sportsmanship award ballots due prior to start of relays	x	x	x	x	Clerk of Course
	Next day Heat Sheets available in Teams Box	x	x	x		Clerk of Course
When leaving team area for the day	Please throw away any trash and secure loose items so they don't blow around at night and have items off ground in case sprinklers go off.	x	x	x		Athlete Village
When leaving	Please take all items and leave area clean				x	Athlete Village
Conclusion of meet	ALL TEAMS: Showing of meet highlight videos & brief awards ceremony				x	Competition Pool
Conclusion of meet	ALL TEAMS: Pick up awards prior to leaving venue				x	Competition Pool
7:00 pm – 10 pm	Athlete Celebration: Dinner & Social (until 10 pm)				x	Boondocks

Daily Meet Itinerary: FINALS

mps=minutes prior to start	FINALS Itinerary Items	Wed	Thu	Fri	Sat	Where?
After Finals	Zone Dinner & Business Forum		x			Oasis Café
After Finals	Officials Social			x		Old Spaghetti Factory Taylorsville
DAILY FORMAT ITEMS						
	B/A Format EXCEPT (see right. These events are A Finals only)	11-12 400 IM	11-12 200 Back	11-12 Fly 11-12 400 Free	11-12 200 Breast	
	STARTS: All heats start on west end EXCEPT all 50's start on east end	x	x	x	x	
	"A" Finalists & fastest heat in 11-12 Timed Final events gather in Parade Ready Area at least 5 min prior to start of heat	x	x	x	x	
	ALL Relays swum as timed finals at the end of Finals	x	x	x	x	

Tasks & To Do's

Meet Prep Timeline (MPTL) (follows)

Daily Tasks at Meet (follows)

Meet Prep Time Line (MPTL)

2016 Age Group Western Zone Championship Meet (August 10-13, 2016)

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ASAP	<ul style="list-style-type: none"> ●(MD): Ensure meet host signs contract with USA-S to host meet. ●(MD): Get meet website ●/MR/ or (MD): Ensure Admin Ref /AR/ has access to Meet Manager. ●(MD): Ensure meet date & pool address is on Meet & Zone website ●(MD): contact LSC Officials chair and request s/he secure a National Officials Evaluator for meet and do paperwork so meet can be an Officials Qualifying Meet (OQM) ●WZCC: Notify (MD) of Meet Ref and other Assigned Team Officials (Admin Ref, Team Lead Deck Ref/Starters & Team Lead Chief Judge) ●(MD): Ensure LSC officials are aware of meet date and invite them to work the meet ●(MD): Review previous meet evaluations and notes. Observe previous 	<ul style="list-style-type: none"> ●(MD): Reserve facilities: Meet, pre-meet warm-ups, general meeting, pre-session officials meetings, any training clinics, etc., ●(MD) & (VN): Determine venue needs (example: athlete village tents, tables, chairs, bleachers, etc.) Make arrangements as needed. ●(MD), (MA) (EC) (ET) & (VN): Review Meet Equipment. Is all needed equipment available and in good repair? Make arrangements as needed. ●(MD): If needed, schedule use of equipment with appropriate entity. ●(MD) and/or (VN): Ensure there will be a trained equipment 	<ul style="list-style-type: none"> ●(FR): Work with all areas to determine meet donation needs/wants. Share good fund-raising tips & techniques with others soliciting donations. ●(FR): Develop Meet Receipt to give to donors. ●(FR): Will athletes receive ‘swag’ bags? If so, make and enact plan to get them. ●(HP) & (AR): Determine donation needs/wants ●(NA): Start lining up National Anthem singers (if using “big names” that need to be scheduled early) ●(FR): Begin soliciting donations ●(HP): Begin soliciting donations & enacting plans ●(AR): Prepare Athlete Rep application, 	<ul style="list-style-type: none"> ●(AC), (SO), (SZ): Determine cost of social to participants. Needs to be self-funded unless other arrangements are made with Meet Director ●(AC),(SO),(SZ): Reserve facilities for socials ●(AC),(SO), (SZ): Get social information to communications person so forms can be created and sent out with Meet Announcement. ●(OF): Make arrangements for Officials Mentoring Program rooms. Work with Zone Officials Chair. ●(VO): Create plan for how volunteers get information about meet and sign-up. Online sign-up is useful right before 	<ul style="list-style-type: none"> ●(MD): Get Meet Logo ●(TS): Make arrangements with hotels and transportation. Publish on website. ●(BL): Gather box lunch/dinner information for teams and publish on website. ●(OR): Find out how many, when & where awards needs to be ordered. (Medals, ribbons & trophies) Make & enact plan. ●(PB): Prepare media plan and start to make contact with local media. Prepare press release schedule. Be aware that press plans are often made a year in advance. Start early. ●(PB): Make and enact publicity plan. Include all Utah Swimming and also community as target audiences. Note times when groups will be gathered including state meets, conventions, business meetings,etc. Make the most of these times ●(OR): Price pins. ●(TS): Work with (MD) to ensure travel arrangements are made for zone directors,

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	<p>zone (or other big) meets if possible. Solicit input. Be mindful of suggestions made when planning and preparing for this meet. Share suggestions as applicable.</p> <ul style="list-style-type: none"> ●(MD): Assemble Zone Meet Planning Committee (ZMPC) ●(MD): Make arrangements for announcer ●(MD): Collect and save information on any money spent, earned or donated to event. Include in Meet Financial Report at conclusion of meet. ●ZMPC: Begin planning event. Make and enact plans. <ul style="list-style-type: none"> ○ Goals/Objectives (why do?) ○ Budget (how to pay) ○ Tasks (what to do) ○ People/Volunteers (who will do) ○ Time Line (when to do) ● (MD) & (MA): Find computer & timing 	<p>manager & IT person on site throughout the meet.</p> <ul style="list-style-type: none"> ●(VE) or (MD): Secure official meet photographer ● (VE): Compile information for vendors. Cost of pad space? Electricity, tables, etc. provided? Get list of requested donations and see if any vendors can supply any requested donations. ●(VE): Will apparel or other items be sold at the meet? If so, create & publish bid process for vendors. 	<p>information and all needed paperwork/releases, to stay together at meet. (See Area Plan for details)</p> <ul style="list-style-type: none"> ● (OP): Begin soliciting donations, scheduling Olympic Athletes, making and enacting plans ●(RC): Begin soliciting donations, making and enacting plans ●(FR): If a fund raiser has been planned in connection with the meet, begin making specific plans and assignments. ●(AV): Begin collecting clips and enacting plans ●(FR): Prepare donation request list (be specific) share with ZMPC and put with vendor information. 	<p>meet, but would be good to have way for willing volunteers to “plug in” prior to that time—or at least information of how & when they can “plug in.”</p>	<p>WZCC, assigned team officials, national evaluator(s) and any others (as needed.)</p> <ul style="list-style-type: none"> ●(BN): Determine needed banners & signs. Get cost estimate. Determine how signs/banners will be hung/posted with venue. Problem-solve as needed.

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	<p>system operators</p> <ul style="list-style-type: none"> ●(MD), /MR/, /AR/, /DR/, /CJ/ & WZCC: Meet Director: Prepare Meet Announcement. Get approval from assigned team officials & WZCC before submitting for sanction #. ●(MA): Prepare Meet Manager file according to approved meet announcement specifications. ●(MD), (MA) Receive sanction and OQM approval & insert #'s into Meet Announcement & sanction # into Meet Manager. ●(MD): Publish meet announcement on meet website, send to USA-S, WZ website, LSC's & according to WZ P&P ● (CM): Make and enact communications plan ●(CM): Start collecting donor clip-art from those soliciting businesses 				

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As part of the ZMPC planning process	<ul style="list-style-type: none"> ●(MD), (MA), (CM): Let Meet Volunteer Coordinator know of volunteer sign-up list type needs in the Meet Administration Area (may include timers, head timer, runners, clerks, any trainees for computer or timing system operation, etc. See <i>Estimated Meet Worker Needs by Session list & Meet Worker Job Descriptions</i> list for more info ●(CM): Prepare files to be shown on scoreboard. (LSC logos, ads from donors, Did You Knows from Athlete Reps, etc.) ●(MD): Create plan to ensure all athletes, coaches officials & team personnel are credentialed. Enact plan. 	<ul style="list-style-type: none"> ●(VN), (MD), (VE): Let Meet Volunteer Coordinator know of volunteer sign-up list type needs in the Facility/Safety/Equipment Areas (may include set-up (what time for each session?), clean-up, announcer, meet marshals, etc. See <i>Estimated Meet Worker Needs by Session list & Meet Worker Job Descriptions</i> list for more info 	<ul style="list-style-type: none"> ●(HP), (FR), (AV), (OP), (RC), Let Meet Volunteer Coordinator know of volunteer sign-up list type needs in the Hospitality/Concessions/Fund Raising/Donors/Donations Areas (may include hospitality and concessions workers (what times? Will there be shifts? set-up (what time for each session?), clean-up, donation solicitor(s), hospitality runners, other types of workers?, etc. See <i>Estimated Meet Worker Needs by Session list & Meet Worker Job Descriptions</i> list for more info 	<ul style="list-style-type: none"> ●(VO), (AC): Review and understand ESTIMATED # OF MEET WORKER list & MEET WORKER JOB DESCRIPTIONS list ●(VO): Start to prepare meet volunteer organization. What positions will be needed? How will people be made aware of volunteer needs? How will they sign-up? How will names be recorded? Where will they report at the meet? How will volunteers receive training/instructions at the meet? Will volunteer hours need to be recorded for other purposes? (example: for team records—proof of filling volunteer hours, after meet reports, etc.), If so, how will 	<ul style="list-style-type: none"> ●(OR), (AD), (PB), (TS), (BL): Let Meet Volunteer Coordinator know of volunteer sign-up list type needs in the Awards/Publicity area(s) (may include set-up (what time for each session?), clean-up, announcer, meet marshals, etc. See <i>Estimated Meet Worker Needs by Session list & Meet Worker Job Descriptions</i> list for more info ●(OR): Make ordering plan & ensure all orders will be received before needed. Enact plan. Check with all areas to see if they will have ordering needs. (For example: Officials or other meet volunteer shirts) ●(OR): Price compare and find best deals for possible orders. ●(PB) Prepare to promote meet to media

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				this be done? ●(VO): Collect volunteer needs from Meet Director or Heads of Different areas. ●(VO): Solicit volunteers from community organizations (if desired) ●(MD) & (VO): Plan when, where, by whom and on what volunteers will be trained.	
After Short Course State (for meet supplies) OR Holiday Open (for venue)	<ul style="list-style-type: none"> ●(MA): Inventory meet supplies. Does anything need to be ordered/ purchased? (Needs to last through Long Course State & Zones) ●(MD) & (MA): Ensure needed volunteer positions in Meet Administration area are filled ●(MD): Create Meet Plan. Incorporate information from meet announcement, 	<ul style="list-style-type: none"> ●(EC) (ET): Check meet equipment. Resolve problems as needed ●(VN): Arrange for PA System (final test at LC State or sooner?) ●(MD): Evaluate facility for safety concerns. Address as needed. ●(MD)(EC)(ET) & (VN): Confer and ensure that all meet 	DEADLINE: 6/15 Assigned Officials Application to Officiate Due DEADLINE: 6/30 LSC Officials Mentor Program names due to WZ Officials Chair ●(FR): Create plan to ensure meet donors receive all promised in the Meet Fundraising	<ul style="list-style-type: none"> ●(VO): Prepare meet volunteer online sign-up and have reviewed by ZMPC. Incorporate feedback as needed. ●(VO): Prepare any needed volunteer training materials (checklists, training agendas, lists of things to do, check with meet director and meet referee—is there 	<ul style="list-style-type: none"> ●(OR): Order awards after approval by Meet Director & USA-S ●(OR): Process and receive orders as needed. Reconcile upon receipt. (Ensure what was ordered is what was delivered.) Problem-solve as needed. ●(PB): Contact local media & papers and encourage them to cover meet ●(BL): Contact vendors. Create Box lunch/dinner order form.

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	<p>WZ Policies & Procedures, USA-Swimming meet contract. Distribute to ZMPC, WZCC and Assigned Team Officials. Solicit feedback. Receive and incorporate feedback. Distribute updated plan.</p> <ul style="list-style-type: none"> ●/AR/,(MD) & (MA): Create Meet Administration Plan (including equipment) ●(MD), (CM) & (MP): Compile list of things to include in coach packets, meet program and/or website—get info from Meet Ref, Admin Ref, Meet Announcement, Facility and/or aquatics director? ●(MD): Prepare for conference call with LSC’s. Refer to notes from last year’s conference call. ●(MD): Figure out plan for Daily Itinerary & Task List development, printing, copying and distribution at meet ●(MD): Prepare meet evaluation information. 	<p>equipment will be available at the pool and in good working order. Ensure that the <i>Equipment and Supplies Checklist</i> has been completed. Plan equipment ‘dry run’ time. (This is needed if any equipment or personnel are new, or if it is felt there is a need.)</p> <ul style="list-style-type: none"> ●(VN): Has scoreboard imaging been tested? Did it work? Is another solution needed? ●(AV) get as much scoreboard video & imaging as possible to facility contact so he can ensure it works well in advance. 	<p>Brochure. Enact plan.</p> <ul style="list-style-type: none"> ●(HP): Get preliminary estimate of # to provide Hospitality for and budget from meet director. ●(FR): Solicit restaurant gift cards. (May be used as dinner for key meet workers and/or thanks you’s to key meet workers.) 	<p>any specific information they would like conveyed to certain volunteers? etc.)</p> <ul style="list-style-type: none"> ●(OF): Secure venue for Officials Social. Notify TLCJ and TL DR/SR of Officials Social information (location, time, cost, dress, etc.) ●(VO): Order wristbands if needed. 	<p>(See Area Plan for details). Give to meet director to post on website prior to May 15.</p> <ul style="list-style-type: none"> ●(BN): Make general plan. Price various vendors. Develop design with meet director, communications and publicity.

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	<p>Plan how to distribute, collect and report. Add to Daily Itinerary & Task List</p> <ul style="list-style-type: none"> ●/CJ/, /AR/, (MD): Develop forms and reports plan. Who will provide what & how many? Where kept at meet? ●(MD) (VN): Create Meet Emergency/Evacuation plan. Make plans to widely distribute information. 				
6 Weeks	<ul style="list-style-type: none"> ●(MD) & (MP): Meet Program: Where will it be sold at the meet? Will a cash box be needed? (See cash box issues in (VO) column) Prepare & enact meet program plan including, arranging for someone to prepare and print Meet Program ●(MD): Make arrangements to take USI meet equipment & supplies home, then return them to USI storage after zones. ●(MD) Determine award distribution plan. (How, when, where & by whom 	<ul style="list-style-type: none"> ●(MD) & (VN): Prepare any needed signs (Ex: Spectators must stay in balcony, “For Officials Only” [for chairs], Meet Volunteers check in here [for meet table], etc.) ●(MD): Ensure <i>USA Swimming Report of Occurrence</i> forms will be available at meet and know how to use them. (Form available on USA Swimming website: Member Resources/Insurance 	<ul style="list-style-type: none"> ●(FR) Ensure all promised to meet donors is delivered. (see Fundraising Brochure) 	<ul style="list-style-type: none"> ●(AC): Prepare wristband distribution plan. Enact plan. ●(VO) Make cash box plans with meet director. Who will provide the box? Money for change? Who will take box in between sessions? How will money be verified? Who will deposit money after meet? Who will report proceeds to Meet Director? When? ●(AR) Finalize Athlete Rep itinerary and 	<p>DEADLINE: 7/5: Turn in Rooming List for OMP to Orchid & release any extra rooms to Officials Block.</p> <ul style="list-style-type: none"> ●(BN) Finalize banner order & set-up plan. Ensure donor logos are included as needed. Get banner designs approved by Meet Director. Order banners.

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	will awards be distributed.) Widely distribute this info.	& Risk Mngmt)		distribute to parents ●(VO): Price T shirt vendors. Develop Volunteer T-shirt design. Get approved by Meet Director & USA-S (if their logo is used)	
5 weeks	<ul style="list-style-type: none"> ●(MD) & (MA): Continue following Meet Administrative Plan ●/MR/, (MD): Compile and prepare information for General Meeting. Ensure Power Point is prepared. Ensure roll is taken at meeting. (WZ P&P 5.1) ●(MP): Promote meet donor patronage ●(MD) (MA) (CM) /MR/ /AR/ /DR/ /CJ/: Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. ●(MD) Give initial itinerary info to (AV) & decide what should be filmed. (Like 	<ul style="list-style-type: none"> ●(EC) (ET)(VN): If needed, have equipment “dry run.” Hook it up completely. Make sure all timing systems & laptops are communicating. Try printing. Check scoreboard. (LC STATE MEET?) ●(VN) (EC) (ET) (VE): Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. 	<ul style="list-style-type: none"> ●(FR): Make arrangements to get banners from Utah Sports Commission ●(NA): Confirm performers of National Anthem. Finalize plans. Get information to Meet Program person. ●(OP) Finalize & confirm all plans & equipment. Compile video & other assets. Confirm all program participants. Develop video cheer. ●(AR): Begin collecting information about LSC’s ●(AR): Begin collecting “Did You Know” questions and answers 	<ul style="list-style-type: none"> ●(VO): Finalize meet volunteer online sign-up on meet website and encourage volunteers to sign-up (Up before LC State) ●(AC), (SO), (SZ): Confirm reservations and plans for social. Confirm availability of microphone and all needed AV equipment. Pay deposit (if applicable.) ●(OF) (VO) (AC) (SO) (SZ) Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all 	<p>DEADLINE: 7/11 Release any extra rooms in Officials Block to General Block.</p> <ul style="list-style-type: none"> ●(CL) (OR) (AD) (PB) (TS) (BL) (BN): Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. ●(OR): Continue to process and receive orders as needed. Reconcile upon receipt. (Ensure what was ordered is what was delivered.) Problem-solve as needed. ●(OR) Finalize all ordering plans. Be ready to act when final #'s are received (if applicable) ●(PB): Remain in contact with local media & papers and

Meet Prep Time Line (MPTL)

2016 Age Group Western Zone Championship Meet (August 10-13, 2016)

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	Skits, National Anthems, etc.)		<ul style="list-style-type: none"> ●(HP) (AR) (AV) (FR) (NA) (OP) (RC) Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. ●(AV): Finalize & confirm all plans & equipment. (See Area Plan for details) ●(AR) Ensure all Athlete Rep sponsored meet activities happen (See Area Plan for details) 	financial info to meet director asap. <ul style="list-style-type: none"> ●(VO) Finalize all T-shirt ordering plans. Be ready to act when final #'s are received ●(AC): All okay to view final night of Olympic swimming at Boondocks? If not, troubleshoot & problem-solve. Get list of Utah Zone Team parents from Team Manager. Determine how many marshals will be needed. Prepare to recruit in person at state. 	encourage them to cover meet <ul style="list-style-type: none"> ●(CL) Let meet director know if any community leaders will be coming to the meet who will need VIP seating or parking. (This MUST be determined ASAP to make plans with venue) ●(BL) Finalize plans & prep. Get with Utah Swimming Treasurer & determine how & when box meal vendors will be paid.— see Roster in Meet Plan Overview for contact info)
3-4 Weeks (Includes LC State Prep)	<ul style="list-style-type: none"> ●(MD), (CM) & (MA): Check volunteer sign-up list. Are needed positions filled? Encourage volunteers to sign-up as needed while at state. ●(MD) & (MA): Continue following Meet Administrative Plan ●(MD) (MA): Ensure sufficient laptops, printers, 	<ul style="list-style-type: none"> ●(VN), (VE): Check volunteer sign-up list. Are needed positions filled? Encourage volunteers to sign-up as needed while at state. ●(VN): Finalize vendor plan with venue & vendors. (See Area Plan) 	<ul style="list-style-type: none"> ●(HP), (FR), AR, (NA), (OP), (RC): Check volunteer sign-up list. Are needed positions filled? Encourage volunteers to sign-up as needed while at state. ●(NA): Are there any Utah Swimming members who could perform the National Anthem at 	DEADLINE: 7/20 Application to Officiate & Request for Evaluation <ul style="list-style-type: none"> ●(OF), (VO) & (AC): Check volunteer sign-up and encourage parents to sign-up for positions as needed 	DEADLINE: 7/18 Discount Lodging link closes. DEADLINE: 7/20 Guaranteed Size application deadline for Officials. DEADLINE: 7/20 Early Bird discount for Team Raptor T-shirt order

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	<p>compatible software & drivers will be at meet</p> <ul style="list-style-type: none"> ●(MA): Talk with USI Registration person. Let him/her know that the zone meet entries will need to have a registration & times verification run against SWIMS & the membership database. Make plans. ●(MD): Review Daily Itinerary & Daily Task Lists. Make adjustments as needed. ●(MD): Verify meet set-up time with venue. Email time to Volunteer Coordinator. ●(MD): Determine preliminary VIP parking & seating with facility. 	<ul style="list-style-type: none"> ●(EC) (ET) (VN): Ensure all equipment, scoreboard imaging, scoreboard video clips, etc. are working at LC State ●(MD) & (VN): Re-evaluate facility for safety concerns. Address as needed. 	<p>zones (if needed.) Check at state.</p> <ul style="list-style-type: none"> ●(HP): Get updated estimate of # to provide Hospitality for and budget from meet director after Officials Application Deadline (7/20) 	<p>while at state.</p> <ul style="list-style-type: none"> ●(AC): Get tickets/wristbands from Boondocks? Recruit marshals at state. Begin with Utah Zone team parents. 	<ul style="list-style-type: none"> ●(OR) Place Officials shirt order soon after 7/20. Receive “guaranteed shirt sizes” and use in order. (Order extras too) ●(PB): Invite press to meet (if desired) ●(OR), (AD), PB, (TS): Check volunteer sign-up list. Are needed positions filled? Encourage volunteers to sign-up as needed while at state.
2 Weeks	<p>DEADLINE: 7/29 Pre-Meet warm-up requests to meet director</p> <ul style="list-style-type: none"> ●(MA), /AR/: As they are received, process meet entries according to directions from 	<ul style="list-style-type: none"> ●(VN), (VE): Finish any previous assignments that have not already been completed. ●(VN) (EC) (ET) (VE): Review Area Plan. Ensure all has been, 	<ul style="list-style-type: none"> ●(HP): Confirm & collect (as applicable) hospitality donations Get/give specific instructions as to when and where donations will be collected. Make assignments as needed. 	<p>DEADLINE: 7/26 Guaranteed Volunteer shirt order size with online sign-up</p> <p>DEADLINE: 7/29 RSVP for Zone Dinner & Business Forum</p>	<ul style="list-style-type: none"> ●(OR), (AD), (PB), (TS), (BL): Finish any previous assignments that have not already been completed ●(BL): Receive box meal orders from (MD) (Tuesday dinner) & Athlete Reps (all meals). Determine total cost for each

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	<p>Administration Referee & Meet Administrative Plan</p> <ul style="list-style-type: none"> ●(MD), (CM) & (MA): Finish any previous assignments that have not already been completed. ●(MD): Ensure timer clipboards each have instructions mounted to them. (See <i>TIMER INSTRUCTION SHEET</i>) ●(MD) & (MA): Inventory meet supplies & equipment. Does anything needs to be ordered/ purchased/repaired? (Needs to last through Zones) ●(MD): Receive Tues. Box Dinner orders & turn into (BL) ●(MD) (MA) (CM) /MR/ /AR/ /DR/ /CJ/: Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. ●/CJ/ Give meet director 	<p>or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap.</p>	<ul style="list-style-type: none"> ●(HP), (FR), (AR), (OP), (RC): Email donors list and clip-art to meet director ●(HP), (FR), (OP), (RC): Collect donations from businesses where possible. ●(HP), (FR), (AR), (NA), (OP), (RC): Finish any previous assignments that have not already been completed. ●(HP), (FR), (AR), (NA), (OP), (RC): E-mail donor list and clip-art to person printing Meet Program ●(AR): Take box meal orders for AR’s & turn in to (BL) ●(HP) (AR) (AV) (FR) (NA) (OP) (RC): Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. 	<ul style="list-style-type: none"> ●(VO) Place Volunteers shirt order soon after 7/26. Receive “guaranteed shirt sizes” and use in order. (Order extras too) ●(VO): Check volunteer sign-up list. Are needed positions filled? If not, work to fill positions ●(OF), (VO), (AC), (SO), (SZ): Finish any previous assignments that have not already been completed. ●(SZ): Email menu and collect orders as needed. ●(OF) (VO) (AC) (SO) (SZ): Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet 	<p>and give to meet director.</p> <ul style="list-style-type: none"> ●(CL) (OR) (AD) (PB) (TS) (BL) (BN): Review Area Plan. Ensure all has been, or will get done. Confer with meet director as needed. Turn in any & all financial info to meet director asap. ●(OR): As possible, prepare team items (Deck passes, lanyards, pins, etc.) into groups (plastic bags?) of 25 to make counting on day of distribution quicker.

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	<p>approximate # of deck that will be working each session.</p> <ul style="list-style-type: none"> ●/AR/ Give meet director approximate # of admin officials that will be working each session ●(MD): Receive approx.# of officials working each session from /CJ/ & /AR/. And approx.. # of volunteers who will receive hospitality each session from (VO). ●(CM): Begin to assemble TEAM Packets ●(MD) Begin to assemble COACH packets 			<p>director asap.</p> <ul style="list-style-type: none"> ●(AC) As possible, put Athlete Celebration tickets/wristbands into groups of 25 to make counting on day of distribution quicker. ●(VO) Determine # of volunteers who will be served hospitality each session & give to meet director 	
1 Week	<ul style="list-style-type: none"> ●(MA): Once all entries are received, get # of coaches for each team to meet director ●(MA) Verify that reports been set up to print sponsor logos (meet & USA-S) & bear the statement: "Held under the sanction of USA Swimming." ●(MD) After entries are 	<ul style="list-style-type: none"> ●(VN): Ensure KOPFC IT guy is onsite (Tues – Fri) & available to help if needed throughout meet set-up (Tues) & meet. (Wed - Sat) 	<p>DEADLINE: 8/3 Entry deadline DEADLINE: 8/3 RSVP for Athlete Celebration</p> <ul style="list-style-type: none"> ●(HP): Finalize hospitality schedule with meet director— when will food be delivered to meet workers and coaches? When will food need to arrive? Finalize 	<ul style="list-style-type: none"> ●(VO): Check volunteer sign-up list. Are needed positions filled? Encourage volunteers to sign-up as needed. If necessary, request up to 3 timer positions from each LSC team as needed. ●(VO) Finalize and 	<ul style="list-style-type: none"> ●(AD): Prepare organization for labeling and distributing awards. Obtain any needed items (i.e. Grocery sacks, boxes, markers, list of attending teams, etc.) ●(BN): Finalize banner delivery & set-up ●(BL): Receive orders from teams. Reconcile payment with order. Problem-solve as needed.

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	<p>received, get # of coaches coming from each team from (MA). Add officials & volunteers. Give (HP) new estimated # to serve each session.</p> <ul style="list-style-type: none"> ●(MD) & (MA): Continue following Meet Administrative Plan ●(MD): Find out from Meet Ref what time finals will start at let ZMPC and others know. ●(MD) Finalize VIP parking & seating with facility ●(MA): After /MR/ determines Finals start time, distribute estimated timeline to ZMPC & Assigned Team Officials. (May distribute via meet director) ●(CM) Continue to assemble TEAM Packets ●(MD) (MA) Continue to assemble COACH Packets 		<p>arrangements with vendors as needed. Ensure volunteers will be available to work when needed. Get updated # of those to be served each session.</p> <ul style="list-style-type: none"> ●(HP): Make arrangements for coolers, tables(?) & other needed equipment ●(HP), (FR), (OP), (RC): Continue to collect donations from businesses as needed ●(FR): Ensure donors are receiving all that has been agreed upon. ●(FR): Banners from Sports Commission? ●(AV) Finish up Opening Ceremonies prep. ●(HP): Receive meet timeline from (MA) or (MD). Plan ON DECK hospitality delivery. (Do not distribute food/drink during 50's) 	<p>print any needed volunteer training materials</p> <ul style="list-style-type: none"> ●(VO): Receive Finals start time from meet director and distribute as needed to applicable volunteers. ●(VO): Prepare to sell meet programs. ●(VO): Make plans with awards manager to ensure sacks and marker(s) will be available at meet (See Awards Area Plan) ●(AC) (SZ): Receive RSVPs. Check with teams that did not submit RSVPs to confirm the omission was intentional. Reconcile # received with RSVP's from each team. Problem solve as needed. Let venue know of updated # attending & reconfirm reservation. 	
2-4 Days	● (MA): (AT LEAST 72	●(VN) (VE) (EC) (ET):	●(HP), (FR), AR, (NA),	●(VO): Email	●(OR), (AD), (PB), (TS), (BL):

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	<p>HOURS PRIOR TO MEET—if not done already) E-mail meet database to UT Swimming for registration & times verification</p> <ul style="list-style-type: none"> ●(MD), (MA), (CM): Finalize preparations. Review list of things to bring and ensure everything is read. ● (MD): Finalize General Meeting agenda with meet referee ●(MA) Ensure someone is appointed to make regular Meet Manager back-ups throughout and at the end of each session. ●(MD) Ensure a USB drive is available to the Meet Admin responsible for making regular Meet Manager backup throughout and at the end of each session. ●(MP): Ensure meet programs get printed and brought to meet. ●(CM): Finalize TEAM Packets ●(MD) (MA): Finalize 	<p>Finalize preparations. Review list of things to bring and ensure everything is ready.</p> <ul style="list-style-type: none"> ●(VN) & (AV): Finalize scoreboard imaging as needed ●(VN): Ensure parking signs are available along Cougar Lane (Parent FAQ says they will be there.) 	<p>(OP), (RC): Finalize preparations. Review list of things to bring and ensure everything is ready.</p>	<p>volunteers and teams & inform volunteers (including last minute, not signed up volunteers) to check in at meet volunteer table at the beginning of warm-ups. (Meet Marshals check-in 15 min prior to the start of warm-ups)</p> <ul style="list-style-type: none"> ●(OF), (VO), (AC), (SO), (SZ): Finalize preparations. Review list of things to bring and ensure everything is ready. ●(AC), (SZ): Receive RSVP’s and ensure money received is accurate for RSVP’s. ●(AC): Prepare ticket/wristband distribution ●(VO): Finalize & print current meet volunteer roster. Bring 2-3 copies to meet. (To help with 	<p>Finalize preparations. Review list of things to bring and ensure everything is ready.</p> <ul style="list-style-type: none"> ●(OR) (VO): Prepare T-shirts (and other items ordered, as applicable) for distribution. (Remember: Guaranteed shirts distributed first, or at least marked to ensure they’ll be available when needed.)

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	COACH Packets ●(MD) See that Team Manager Check-in pick up items are ready to go. (Deck passes, lanyards, pins? (AR's distribute instead?) Athlete Celebration wristbands?, etc?)			delegation & 'just in case')	
(MD), (MA), (CM), /MR/, /AR/, /DR/, /CJ/,(VN), (EC), (ET), (VE), (HP), (AR), (AV), (FR), (NA), (OP), (RC), (OF), (VO), (AC), (SO), (SZ), (CL), (OR), (AD), (PB), (TS), (BL), (BN): Follow <i>Daily Tasks At Meet</i> Lists week of meet. Turn in ALL financial info asap. (Meet financial reports must be complete by meet director and turned in after meet is over.)					
After Meet	<ul style="list-style-type: none"> ● (MD): Return all equipment and supplies in a timely manner and in good repair ● (CM): Send email to Utah Swimming membership thanking meet donors and encouraging patronization. 	(EC) (ET): Return all equipment and supplies in a timely manner and in good repair.	<ul style="list-style-type: none"> ●(HP), (FR), (AR), (NA), (OP), (OP): If donors were used, thank donors ●(FR): Return banners to Sports Commission and thank them for their support of the meet 	<ul style="list-style-type: none"> ●(VO): Email and thank volunteers ●(OF), (VO), (AC), (SZ): If donors were used, thank donors 	(CL): Thank recreation facility and community leaders for their support of the meet (if there was any) and for helping to provide swimming opportunities to youth.

Daily Tasks at Meet: MONDAY & TUESDAY

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	Time	Who	Where	Task	Mon	Tue
				<i>May enter facility using East Gate. Park on road. OR Get "clicker" from facility contact & use back gate for deliveries. May also park in Oval</i>	x	
		(MD) (VN)		Meet director & facility rep review facility and ensure all is safe.	x	
	2 pm–7 pm	(T)	^CP	Pre-meet warm-ups: 6 lanes	x	
				<i>Enter facility using Credentialed Gate. Park in BACK of Oval Lot. OR Get "clicker" from facility contact & use back gate for deliveries.</i>		Tues-Sat
		(MD) /MR/		Meet Director & Meet Referee review facility and ensure all is safe		x
	All day	(AV)	^AV &CP	Setting up audio/visual equipment and working through bugs		x
	Early (6-8am?)	(AV) (RC)	^TH	Unload AV equipment and couches		x
	8:00 AM	(RC)	^TH ^CP	Truck arrives from Cornerstone—unload		x
	8:00 AM	(AR)		Put up Team & Officials parking A frame sign		x
	8:30 AM	(AR)		Athlete Reps arrive		x
	Throughout day	(AR)	^AV ^CP ^HP	Wipe down tables with Windex		x
	Throughout day	(AR)	^AV	Athlete Reps & Athlete Rep Mentor welcome teams as they arrive for warm-ups. Give Team Packet.		x
	Morning	(RC)		Stuff Athlete SWAG bags at facility (if not done already)		x
	8:30 AM	(RC)	^AV	Start setting up "The Hub"		x
	8:30 AM	(AR) (AV)		Create raft for floating flag		x
	8:40 AM	(AR)		Set-up & secure 8 foot Rocky		x
	8:50 AM	(AR)	^AV	Distribute Team Packets		x
	8:50: AM	R (MA)	^CoC	Credentials Desk opens for check-in, distribute Deck Passes		x
	8:50: AM	(MD)	^CoC	Coach Packets available at Clerk of Course area for check-in		x

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	Time	Who	Where	Task	Mon	Tue
	9:00AM	(AR)		Put up banners, step & repeat, posters, signs		x
	9:00: AM	(ET) (EC) (MA) (VN)	^CP ^eCTOS ^wCTOS ^OFF ^RES	Charge starters. Set-up meet computer & timing systems. Make sure all equipment is working together, printing and that the scoreboard is registering correctly. Get current meet database onto meet computer if not there already. Remove any "Ghost" databases. <i>There should only be 1 database for this meet on the computers.</i>		x
Athlete Rep Chaperone & 8 youth swimmers	9:00 AM		^Dive Tank	Practice moving "Floating Flag" through ½ Dive Tank Pool (swim lessons also occurring there)—troubleshoot & problem-solve as needed. Ensure athletes are comfortable with their position and understand their part.		x
	Morning	(AR)		Hang team tent signs, coach table banners, & other signs throughout venue (Heat Sheets/Results, etc.)		x
	12:00: PM	R (MA)	^CoC	Open Positive Check-in for 800 Free		x
	12:00: PM	(MD)	^CoC	Get # of credentialed officials & coaches (to know how many copies to make for General Mtg. (See related item at 4:45 pm))		x
?TIME?		(AN) (MD)	^CP	Meet Director briefs announcer		x
DEADLINE (do before)	3:00: PM	R /MR/ /AR/ (MD)	^CoC	Everything to be copied for the General Meeting needs to be turned into the Clerk of Course by this time.		x
DEADLINE (do before)	3:00: PM	(VO)	^CoC	Volunteer Coordinator: Give Meet Director # of Heat Sheets needed to sell the next morning.		x
	3:00: PM	/CJ/ (VO)	^OFF ^HP	Charge all radios (/CJ/:Radios for Officials in ^HP, (VO): Radios for Meet Marshals in ^OFF)		x
	3:15: PM	R (MD)	^CoC	Pick up anything that needs to be copied for General Meeting from Clerk of Course. Make copies & bring to General Meeting		x
	4:30 PM	(MD)		Copies returned to Clerk of Course at this time		x

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	Time	Who	Where	Task	Mon	Tue
	4:30 PM	/DR/	^CP	Deck Ref/Starter Meeting (Competition Pool Bleachers) 2 nd time option (same meeting) offered at 8:40 pm		x
DEADLINE (do before)	4:45: PM	R (MA)	^wCTOS or eCTOS	Provide complete meet psych sheets for credentialed officials and coaches + 2 for each LSC and a projected timeline for all sessions, prepared by the Meet Referee. These are to be distributed at the General Meeting.		x
	4:40 PM	(AR)	^AV	Get extra garbage sacks from facility contact (VN) & distribute to teams receiving box meal		x
	4:50 PM	(AR)	^AV	Assist with box meal distribution (Credential gate)		x
	5:00 PM	/MR/ /AR/ /CJ/ /DR/ /CM/ (MD)	^WRL	General Meeting		x
	5:00- 6:00 PM	(AR) (BL)	^AV	Box dinner delivery		x
End of General Meeting	5:50: PM	/MR/	^GM	At end of General meeting, call for scratches & check-in for 800 Free. Announce close of scratches & positive check-in as applicable.		x
	6:00 PM	(AR)	^AV	Assist with clean-up & garbage removal of box meals		x
	6:00 PM		^PRA	Athlete Rep Chaperon & 8 youth swimmers: Meet for final instructions and to practice "Floating Flag" for Opening Ceremonies		x
	6:15 PM	(VO)	^CoC	Opening Ceremonies Ushers/Clean-up check-in		x
?TIME?	6:15: PM ish	(MA)	^CoC	15 min. after close of General Meeting close scratches & positive check-in for 800 Free		x
?TIME? 15 min after Gen Mtg	6:15: PM ish	R (MA) /MR/ or /AR/	^wCTOS or eCTOS	After close of scratches & 800 Free positive check-in, print 1 copy of heat sheets & estimated timeline & have reviewed by Meet Referee (or Admin Ref?). Once approved, print & copy heat sheets & estimated timeline (#'s needed on <i>Heat Sheet Counter</i>		x

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	Time	Who	Where	Task	Mon	Tue
				& Distribution Record) for next day & put into Team Box folders		
?TIME? 15 min after Gen Mtg	6:16: PM	R (MA) /MR/ or /AR/	^wCTOS or eCTOS	AFTER RECEIVING APPROVAL FROM ADMIN REFEREE: Print timer sheets (2 events per page) for Wednesday a.m. session. PRELIMS NOTE: ALL 50's, 800's & 1500's end on the West end. The 11-12 Timed Final events have the fastest heat swum in Finals. Otherwise Odd heats start on the WEST end and Even heats start on the EAST end. Sort by lane, Mark WEST end or EAST end and put in safe place. (NOTE: There will be 2 sets of timing sheets for prelim sessions: East & West.) Upload file for scoreboard. (This is done in the main building—take the file on a USB drive)		x
	6:20: PM	R /CJ/	^CoC	Get Officials Deck Passes & list of who has already received them to CJ prior to Wed. a.m.		x
	6:20 PM	R (VO)	^CofC	After all teams have checked-in, get # of coaches & chaperones (listed by team) to /AR/		
	6:20 PM	(MA)	^wCTOS or eCTOS	After receiving # of coaches & chaperones (listed by team) from Clerk of Course, update <i>Heat Sheet Calculator</i> with the correct # of heat sheets needed per team. Print at 2 copies of <i>Heat Sheet Calculator: Revised</i> . Put 1 at the front of the Teams Box & keep one in Admin Office		x
	6:20 PM	(MD)	^CP	Hang Clerk of Course & Resolutions signs		x
	6:30: PM	/AR/	^wCTOS or eCTOS	Back up MM database before shutting down on computer & onto USB drive. Assign this job to a specific person to do throughout & at the conclusion of every session.		x
	6:30 PM		^CP	Team Warm-ups end		x
	6:31 PM	(VN)	^CP	Remove ALL lane lines from pool (North side) so flag can be inserted		x
	6:31: PM	(MA)	^CofC	Clean up area. Secure Deck Passes, wristbands and anything else of value.		x

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	Time	Who	Where	Task	Mon	Tue
	6:40 PM	(AR)	^CP	Insert & secure floating flag in pool		x
	7:00 PM		^CP	Opening Ceremonies		x
As Needed		(MD) (VO)		Distribute <i>Verification of Service Hours Rendered</i> letters to volunteers as needed		x
	7:45 PM		^PRA	Parents pick up "Floating Flag" swimmers		x
	7:45 PM	(AV) (VO)	^CP	Clean up competition pool area after Opening Ceremonies and move AV equipment as needed.		x
	8:40 PM	/DR/	^CP	Deck Ref/Starter Meeting (Competition Pool Bleachers) 2 nd time option (same meeting) offered at 4:30 pm		x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
On the way in	6:20: AM	(MD) (VN)		Review facility for safety	x	x	x	x
	6:25: AM	(MD) (VO) (AR)	^AV	Executive Cmt meets at volunteer check-in table (Briefing)	x	x	x	x
	6:40: AM	(AR)		Athlete Rep Mentor does briefing with AR's	x	x	x	x
	6:40: AM	(MD) /MR/		Meet Director does briefing w/ Meet Ref	x	x	x	x
	6:30 AM	(VO)	^AV	Man credential gates ASAP	x	x	x	x
	6:45 AM	(AR)		Set-up & secure 8 foot Rocky	x	x	x	x
	6:45 AM	(VO)	^VC	Open Volunteer Check-in Table. Start checking in volunteers as they arrive	x	x	x	x
	6:45 AM	(VO)	^VC	Meet Marshal/Gate Guard check-in & briefing	x	x	x	x
	6:45 AM	(MD)	^RES	Set up trophies				x
	6:45 AM	(MD)		Ensure any prelim Championship Heat Parades are set up & ready to go	xx	x	xx	x
	6:50: AM	DI (MA)	^ OFF	Office Opens. Daily heat sheets available for coaches	x	x	x	x
	6:50 AM	(AR)	^AV	Welcome 1 st warm up teams and help them get through credential gate if it bottlenecks: Athlete Rep Mentor & (AR)	x	x	x	x
	6:50 AM	(VO)	^VC	Volunteer Check-in Table Attendant & Program & Pin Sales person check-in & are briefed	x	x	x	x
	6:50 AM	(HP)	^HP	Hospitality Director sets up breakfast. Hospitality workers come as assigned by director	x	x	x	x
	6:55: AM	R (MA)	^wCTOS or eCTOS	Deliver Officials Meet Programs to Hospitality Room prior to the start of warm-ups	x	x	x	X
	7:00: AM	DI (MA)	^CoC	Clerk of Course Desk Opens	x	x	x	x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
	7:00: AM	DI (MA) (AN)	^CofC	Open positive check-in for 1500 Free			x	
	7:00: AM	(VO)	^VC	Distribute T-shirts to volunteers who have worked 2 or more sessions (while supplies last)		x	x	x
	7:00: AM	(VO)	^VC	Distribute Pins to volunteers who have worked 4 or more sessions? (while supplies last)			x	x
	7:00 AM	(VO)	^VC	Distribute <i>Verification of Volunteer Hours Rendered</i> letters as needed	x	x	x	x
During warm-ups	7:00: AM	R (MA)	^wCTOS or eCTOS	Post Meet Program for this session # needed: 5. Remove previous day heat sheets & results.	x	x	x	x
	7:00: AM	(AN)		Call for Officials to report to Hospitality Room for Officials Briefing	x	x	x	x
	7:00: AM	DI (OF)	^HP	Officials Briefing	x	x	x	x
	7:00 AM	(MA)	^wCTOS & ^eCTOS	Office Assistants Check-in and are briefed	x			
	7:00 AM	(VO) (AR- 1 st day)	^VC	The Hub Adult Supervision check in, are trained by Matt on the 1 st day, and then start setting up The Hub equipment	x	x	x	x
Print & file before 9 AM	Any time before 9:00 AM	R (MA)	^eCTOS or wCTOS	IF NOT DONE EARLIER: Print award labels from previous day prelim time finals & previous day Finals events including relays. Put in Team Box/Awards Folder when done.		x	x	x
	7:10 AM	(RC)	^TH	Help get The Hub equipment out of storage & set up.	x	x	x	x
	7:15: AM	(MD)		Put up ODD/EVEN banners at appropriate end of pool (Odds=West; Evens=East)	x	x	x	x
During Warm- ups	7:15: AM	(MA) (VN)		Do a test start with complete timing system—test pads & buttons. Troubleshoot & solve problems if needed.	x	x	x	x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
During Warm-ups	7:30: AM	(MA)	^wCTOS ^eCTOS	Computer operator & timing system operator(s) work together to upload session to timing system(s)	x	x	x	x
	7:30 AM	(AR)	^AV	Welcome 2nd warm up teams and help them get through credential gate if it bottlenecks: Athlete Rep Mentor & (AR)	x	x	x	x
2 nd warm-ups start	7:40 AM	(MD)	^CP	2 nd Warm-ups start	x	x	x	x
	7:45 AM	(AR)	^TH	Help get The Hub equipment out of storage & set up. (If not already done)	x	x	x	x
	7:45 AM	(VO)	^VC	Head Timers check-in & get trained	x	x	x	x
	7:45 AM	(MA)	^wCTOS	Timing System Operator Briefing	x			
	7:55 AM	(AN)		Call for timers to report to meeting. East end (Flag side) timers report to outside the SE corner of the pool. West end timers (Doors side) report to outside the NW corner of the pool	x	x	x	x
	8:00 AM	(VO)	Outside SE corner of ^CP cover	East End Timer training	x	x	x	x
	8:00 AM	(VO)	Outside NW corner of ^CP cover	West End Timer training	x	x	x	x
	8:00 AM	(VO)	wCTOS	Runners training	x	x	x	x
During Warmups	8:00: AM R	(MA)	^eCTOS or wCTOS	Put Timer Sheets for this session onto timer clipboards (if not done already) & put out on timer chairs with watches. Put clipboards paper side down to help keep dry. Ensure WEST are put at the west end, and EAST are put on the east end.	x	x	x	x
	8:00 AM	(AN)		Call for timers to report to meeting. East end (Flag side) timers report to outside the SE corner of the pool. West end	x	x	x	x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
				timers (Door side) report to outside the NW corner of the pool				
	8:00 AM	(VO)		Floater check-in and are trained	x	x	x	x
	8:20: AM	DI (OF)	^CP	Warm ups end	x	x	x	x
	8:20: AM	DI	^CP	Previous Day Highlights Video & Team Roll Call	x	x	x	x
	8:30: AM	DI	^CP	Meet Start	x	x	x	x
During Meet	8:35 AM	R (MA)	^wCTOS or eCTOS	Print 8 copies of results after finalizing. 5 to post, 1 for Clerk of Course, 1 for Announcer & 1 for Resolutions.	x	x	x	x
	8:50 AM	(VO)	^VC	Award Labeling Director checks-in & is trained (first day)		x	x	x
	9:00 AM	(VO)	^VC	Award Labelers check-in and are trained (first day)		x	x	x
DEADLINE	9:00: AM	R (MA)	^eCTOS or wCTOS	At the latest: post seeding for 800 Free/1500 Free (Hopefully already included in Heat Sheets for the day)	x			x
DEADLINE print & file before	9:00: AM	R (MA)	^eCTOS	Print award labels from previous day prelim time finals (only 800's on Wed.) & previous day Finals events including relays. Put in Team Box/Awards Folder when done.		x	x	x
	9:00: AM	(AD)	^OR	Award labeling & sorting				
During session	9:30: AM	/AR/	^wCTOS	Back up MM database frequently during each session	x	x	x	x
During session		(MA)	^eCTOS or wCTOS	Print relay declarations from Meet Manager for next day's relays (IF not done already.) Put into Teams Box.	x	x	x	
	10:00: AM	(AN)		Announce: All initial relay declaration due by noon at Clerk of Course				
Before distance event	10:00: AM	(MD)		Ensure lap counters at out at EAST end and bells are by each lane on WEST end before distance event begins.	x			x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
DEADLINE	11:00: AM	(AD)	^CoC	Secure awards to be collected at the end of the meet. Transport other awards to team tents in Athlete Village. If no one is there, deliver to Clerk of Course for pick-up by teams	x	x	x	x
	11:00: AM	DI (MA)	^CoC	If arranged at team check-in, Awards delivered to team tent in Athlete Village. If no one is there, teams may pick up awards from previous day. (All others pick up awards at conclusion of meet)	x	x	x	x
	11:00: AM	(AN)		Announce: All initial relay declaration due by noon at Clerk of Course	x	x	x	x
	11:00 AM	(AR)	^AV	Get extra garbage sacks from facility contact (VN) & distribute to teams receiving box meal	x	x	x	x
Update time when timeline is available	11:25: AM	DI (AN)	^PRA	Announce: Championship Heat finalists in the 800 Free gather at Parade Ready Area 5 min prior to the start of the event	x			
Update time when timeline is available	11:25: AM	DI (AN)	^PRA	Announce: Championship Heat finalists in the 1500 Free gather at Parade Ready Area 5 min prior to the start of the event				x
Update time when timeline is available	11:30: AM	DI	^CP	10 min break before 800 Free	x			
Update time when timeline is available	11:30: AM	DI	^CP	10 min break before 1500 Free				x
Update time when timeline is available	11:30: AM	DI	^PRA	Parading of fastest heat 800/1500	800			1500
	11:20 AM	(AR)	^AV	Assist with box meal distribution (Credential gate)	x	x	x	X
	11:30 AM –	(AR) (BL)	^AV	Box lunch delivery	x	x	x	x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
	12:30 PM							
	11:45: AM	(AN)		Announce: Last Call: All initial relay declaration due by noon at Clerk of Course	x	x	x	x
DEADLINE	12:00: PM	DI (MA)	^CoC	All initial relay declarations due	x	x	x	x
Before Distance event	12:00: PM	(MD)		Take down ODD/EVEN banners	Before 800			Before 1500
DEADLINE	12:00: PM	(VO)	^CoC	Give Clerk of Course # of Heat Sheets needed to sell the next session (FINALS)	x	x	x	x
DEADLINE	12:00: PM	/CJ/	^CoC	Give Clerk of Course # of Heat Sheets needed for officials the next session (FINALS)	x	x	x	x
DEADLINE	12:00: PM	R (MA)	^CofC	Deadline for collecting initial Relay Declaration forms	x	x	x	x
	12:00 pm	(MD)	^CoC	Prepare to put meet evaluation into TEAMS box & widely distribute			x	
	12:05: PM	DI (AN)		Announce: When leaving, please throw away any trash and secure any loose items in the Athlete Village.				
	12:15 PM	(AR)	^AV	Assist with clean-up & garbage removal of box meals. THROUGHOUT MEET: Encourage and assist teams in picking up their area throughout meet & when they leave each session. Also encourage cleanliness in The Hub, throughout Athlete Village & venue.	x	x	x	x
ASAP close of scratches for prelim events (not necessarily end of session because of Timed Finals)	1:00: PM	R (MA)	^eCTOS	After close of scratches print 1 copy of heat sheets & estimated timeline & have reviewed by Meet Referee (or Admin Ref?). Once approved, print & copy heat sheets & estimated timeline (#'s needed on <i>Heat Sheet Counter & Distribution Record</i>) for next day & put into Team Box folders	x	x	x	x

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
After Session	2:00 PM	R (MA)	^eCTOS	AFTER RECEIVING APPROVAL FROM ADMIN REFEREE: Print timer sheets (2 events per page) for next session. NOTE: The 11-12 Timed Final events have the fastest heat swum in Finals. ALL heats end on the WEST end so only 1 set of timer sheets is needed. (Unlike prelims.) Sort by lane, Mark WEST end or EAST end and put in safe place. Print Team Scores report & give to announcer during FINALS warm-ups. Make sure file for scoreboard is uploaded. (This is done in the main building. Take file on USB drive.)	x	x	x	x
After Session	2:00: PM	(MD)		Take down ODD/EVEN banners		x	x	
After Session	2:00 PM	(ET)	^eCTOS ^wCTOS	Charge Starters	x	x	x	x
After Session	2:00 PM	(MA) (VO)	^eCTOS	Copy time. Give anything needed to be copied to facility contact. Copies will be returned to eCTOS	x	x	x	x
Conclusion	2:00 PM	(MD)		Remove ODD & EVEN Heat banner signs from each end of pool. (Leave "All 50's Start Here" banner). Pack away on Saturday.	x	x	x	x
Conclusion	2:00: PM	/AR/	^wCTOS	Back up MM database frequently at the end of each session	x	x	x	x
Conclusion	2:00: PM	(VO) /CJ/	^OFF ^HP	Charge all radios (/CJ/: Officials; (VO): Meet Marshals)	x	x	x	x
DAILY FORMAT								
				TIMED FINALS in prelims except: Fastest Heat Swum in Finals	11-12 400 IM	11-12 200 Back	11-12 400 Free	11-12 200 Breast
				TIMED FINALS: All heats swum in prelims, swum fastest to slowest	800 Free			1500 Free
				Double ended chase starts: Odd heats: West end starts; Even heats: East end	x (+800 Free)	x	x	x (+1500 Free)

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	Time	Who	Where	PRELIMS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
				starts EXCEPT all 50's: East end start; 800 & 1500 Free: West end start				
				FINALS SCRATCH DEADLINE: Swimmers have 30 min after announcement of prelim results of their event in which to scratch or declare intention to scratch	x	x	x	x
				800 & 1500 ONLY swum fastest to slowest, alternating Girls than Boys	800 Free			1500 Free
				ALL Relays swum as timed finals at the end of Finals	x	x	x	x

Daily Tasks at Meet: *FINALS*

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
105 mps		(VO)	^VC	Open Volunteer Check-in Table. Start checking in volunteers as they arrive		x	x	x
105 mps		(VO)	^VC	Meet Marshal/Gate Guard check-in & briefing		x	x	x
100 mps		(AR)	^AV	Welcome teams and help them get through credential gate if it bottlenecks: Athlete Rep Mentor & (AR)		x	x	x
100 mps		(VO)	^VC	Volunteer Check-in Table Attendant & Program & Pin Sales person checks-in & are briefed		x	x	x
100 mps		(HP)	^HP	Hospitality Director sets up afternoon coffee/snacks. Hospitality workers come as assigned by director		x	x	x
95 mps	R	(MA)	^HP	Deliver Officials Meet Programs to Hospitality Room prior to the start of warm-ups		x	x	x
90 mps	DI		^CP	Warm-ups start		x	x	x
75 mps		(VO)	^VC	Open Volunteer Check-in Table. Start checking in volunteers as they arrive	x			
75 mps		(VO)	^VC	Meet Marshal/Gate Guard check-in & briefing	x			
70 mps		(AR)	^AV	Welcome teams and help them get through credential gate if it bottlenecks: Athlete Rep Mentor & (AR)	x			
70 mps		(VO)	^VC	Volunteer Check-in Table Attendant & Program & Pin Sales person checks-in & are briefed	x			
70 mps		(HP)	^HP	Hospitality Director sets up afternoon coffee/snacks. Hospitality workers come as assigned by director	x			
65 mps	R	(MA)	^HP	Deliver Officials Meet Programs to Hospitality Room prior to the start of warm-ups	x			
60 mps	DI		^CP	Warm-ups start	x			
Beginning of warm-ups	DI	(MA)	^CoC	CofC put out AS Sportsmanship award ballot box	x	x	x	x
Beginning of warm-ups		(AN)	^AN	Call for Officials to report to Hospitality Room for Officials Briefing	x	x	x	x
Beginning of warm-ups		(OF)	^HP	Officials Briefing	x	x	x	x

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
Beginning of warm-ups		(MA)	^wCTOS	Office Assistants Check-in and are briefed (as needed)	x	x	x	x
Beginning of warm-ups		(VO) (AR-1 st day)	^VC	The Hub Adult Supervision check in, are briefed by Matt, and then start setting up The Hub equipment	x	x	x	x
Before timer mtg		(MD)	^PRA	Brief Parade Ready Area Manager	x			
50 mps		(VO)	^VC	Head Timer checks-in & get briefed	x	x	x	x
		(VO)	^VC	Distribute T-shirts to volunteers who have worked 2 or more sessions (while supplies last)	x	x	x	x
		(VO)	^VC	Distribute Pins to volunteers who have worked 4 or more sessions? (while supplies last)		x	x	x
		(VO)	^VC	Distribute <i>Verification of Volunteer Hours Rendered</i> letters as needed	x	x	x	x
During warmups		(VO)	^VC	Timers and other volunteers check-in	x	x	x	x
During warmups	R	(MA)	^eCTOS	Post Meet Program for this session # needed: 5. Remove heat sheets from previous session.	x	x	x	x
During warmups	R	(MA)	^eCTOS	Give Team Scores report to Announcer		x	x	x
During Warm-ups		(MA) (VN)	^wCTOS	Do a test start with complete timing system—test pads & buttons. Troubleshoot & solve problems if needed.	x	x	x	x
During Warm-ups		(MA)	^wCTOS & eCTOS	Computer operator & timing system operator(s) work together to upload session to timing system(s)	x	x	x	x
During warm-ups/at start of session		(VO) (AR)	^VC	Find and brief 50's line up helpers (may use Athlete Reps) REMEMBER: 50's come early in session on Wed & Sat	x	x	x	x
40 mps		(AN)	^AN	Call for timers to report to meeting which starts in 5 min. Meeting is starting early because of skits. All timers will be on the west end of the pool. Doors side) report to outside the NW corner of the pool		x	x	x
35 mps		(AN)	^AN	Call for timers to report to meeting which starts now. Meeting is starting early because of skits. All timers will be on the west end of the pool. (Door sidel) report to outside the NW corner of the pool		x	x	x
35 mps	DI	(VO)	^PRA	Timers Meeting		x	x	x

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
35 mps		(VO)	^VC	Floater check-in and are briefed	x	x	x	x
35 mps		(MA)	*wCTOS	Runners check in and are briefed	x	x	x	x
30 mps	R	(MA)	^wCTOS or ^eCTOS	Put Timer Sheets for this session onto timer clipboards. Put on timer chairs with watches. (Put paper side down on chair to keep dry)	x	x	x	x
30 mps		(AN)	^AN	Call for timers to report to meeting which starts in 5 min. All timers will be on the west end of the pool. (Door side) report to outside the NW corner of the pool	x			
25 mps		(AN)	^AN	Call for timers to report to meeting which starts now. All timers will be on the west end of the pool. (Doors side) report to outside the NW corner of the pool	x			
25 mps	DI	(VO)	^PRA	Timers meeting	x			
25 mps	DI		^CP	Warm-ups end		x	x	x
25 mps	DI		^CP	Skits		x	x	x
10 mps	DI	(AN)	^CP	Warm-ups end	x			
5 mps	DI		^CP	Team Roll Call, National Anthem & Reading of team scores	x	x	x	x
Meet Start		(VO)	^VC	Awards director and workers check in and are briefed on Saturday procedures				x
Periodically during session		(MA)	^eCTOS	Print award labels for all timed final events swum in prelims this morning & evening session periodically and give to award labelers. If possible be current with printing individual event labels by break before relays. Print relays as quickly as possible after each event is finalized and give to award labelers				x
Throughout Session		(AR)	^AN	Play music for championship finalist parade	x	x	x	x
		(AN)	^AN	Call for scratches. Scratch box closes at:	x	x	x	
1/2 hour after start	DI	(MA)	^CoC	Close scratch box	x	x	x	
1/2 hour after start	R /DI	(MA)	^CoC	Close positive check-in for 1500 Free			x	

Daily Tasks at Meet: *FINALS*

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
4:45 PM		(AR)	^AV	Get extra garbage sacks from facility contact (VN) & distribute to teams receiving box meal	x	x	x	
4:50 PM		(AR)	^AV	Assist with box meal distribution (Credential gate)	x	x	x	
5:00 – 6:00PM		(AR) (BL)	^AV	Box dinner delivery time	x	x	x	
5:30 PM		(MD)		Is it needful to prepare an information update for tomorrow? If so, do it & copy (May want to do later the 1 st day—check with facility contact about copying)	x	x	x	x
6:00 PM		(MA) (VO)	^eCTOS	Copy time. Give anything needed to be copied to facility contact. Copies will be returned to eCTOS	x	x	x	?
6:00 PM		(VO)	^VC	Clean-up volunteers check-in				x
6:15 PM		(AR)	^AV	Assist with clean-up & garbage removal of box meals. THROUGHOUT MEET: Encourage and assist teams in picking up their area throughout meet & when they leave each session. Also encourage cleanliness in The Hub, throughout Athlete Village & venue.	x	x	x	
During session		(MD) (VN)		Ensure meet highlight videos are available to show while final results are being compiled				x
After scratches close	R	(MA)	^eCTOS	After close of scratches print 1 copy of heat sheets & estimated timeline & have reviewed by Meet Referee (or Admin Ref?). Once approved, print & copy heat sheets & estimated timeline (#'s needed on <i>Heat Sheet Counter & Distribution Record</i>) for next day & put into Team Box folders	x	x	x	x
DEADLINE		(VO)	^eCTOS	Give eCTOS # of Heat Sheets needed to sell the next morning.	x	x	x	
DEADLINE		/CJ/	^eCTOS	Give eCTOS # of Heat Sheets needed for officials the next morning.	x	x	x	
		(AN)	^AN	Close Scratches	x	x	x	
		(MA) /MR/ or /AR/	^eCTOS	AFTER RECEIVING APPROVAL FROM ADMIN REFEREE: Print timer sheets (2 events per page) for next a.m. session. PRELIMS NOTE: ALL 50's, 800's & 1500's end on the West end. The 11-12 Timed Final events have the fastest heat swum in Finals. Otherwise Odd heats start on the WEST end and Even heats start on the EAST end. Sort	x	x	x	

Daily Tasks at Meet: *FINALS*

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
				by lane, Mark WEST end or EAST end and put in safe place. (NOTE: There will be 2 sets of timing sheets for prelim sessions: East & West.) Make sure file for scoreboard is uploaded. (This is done in the main building. Take file on USB drive.)				
Sometime before relays		(AN)	^AN	Announce: Adam Szmidt Sportsmanship Award ballots are due at the Clerk of Course before Relays	x	x	x	x
During session		/AR/	^wCTOS	Back up MM database frequently during each session	x	x	x	x
As labels are received		(AD)	^eCTOS	Ensure events only have 1 set of labels & that all places have been included-especially the last night as they will be printed by different people at the end.				x
After 13-14 Boys 50 Free		(MD)		Remove & put away "ALL 50's START HERE" banner				x
Late in session		(MD) (AR) (VN)	^CP East End	Set up awarding area				x
After scratches	R	(MA)	^eCTOS	Print 1500 Free Positive Check-in & deliver to Clerk of Course. (Check-in does not open until tomorrow morning at 7 am)		x		
After each relay event	R	(MA)	^eCTOS	Process final relay declaration--ensure athletes are entered into Meet Manager in same order swum	x	x	x	x
	R	(MA)	^eCTOS	After scratches close, print Positive Check-in for 1500			x	
Beginning of Relays	DI	(MA)	^CoC	CofC put away AS Sportsmanship award ballot box & give ballots to designated person	x	x	x	x
Beginning of Relays			WZCC	Compile AS Sportsmanship ballots & determine winner. Let announcer know to whom the trophy goes.				x
???	DI			10 min break between Individual & Relay events	x	x	x	x
Late in Session		(MD) /MR/	^CP	Meet Director debriefs with Meet Ref	x	x	x	x
Late in Session		(MD) (VO) (AR)	^VC	Meet Director, Communications Director & Volunteers Director meet (Debriefing) during or after Finals. Is it needful to prepare an information update for tomorrow? If so, do it & copy	x	x	x	x

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
DEADLINE	DI	(MA)	^eCTOS	Heat Sheets for tomorrow's prelims sorted into Teams Box. Available for coaches.	x	x	x	
Prior to end of session		(AR)	^TH	Help put The Hub equipment into storage (or pack up on Saturday)	x	x	x	x
Prior to end of session		(MD) (VO)	^CP	Distribute <i>Verification of Service Hours Rendered</i> letters to volunteers who desire them.	x	x	x	x
	DI		Boon-docks	Athlete Celebration				x
When leaving team area for the day	DI	(AN)		Announce: When leaving, please throw away any trash and secure loose items so they don't blow around at night. Teams: Remember to leave nothing on the ground because of sprinklers.	x	x	x	
When leaving	DI	(AN)		Announce: When leaving, please remember to take personal all items and leave area clean				x
After Session		(ET)	^wCTOS &^eCTOS	Charge Starters	x	x	x	
After Session		(MA)	^eCTOS	Post daily results pdf on meet website	x	x	x	
Conclusion	DI	(AN)		Announce: ALL TEAMS: Pick up awards prior to leaving venue				x
Conclusion	DI	(AN)		Announce: There will be a reshowing of meet all highlight videos while finals results are compiled and prior to awarding trophies				x
Conclusion		(MA)	^eCTOS	Print & post 3 column results by event for meet thus far @ Cumulative Results posting place	x	x	x	
Conclusion	R	(MA)	^eCTOS	Print & post overall team results (high point) @ end of each days competition replacing list from previous night (if applicable.) Post @ Cumulative Results posting place	x	x	x	
Conclusion	R	(MA)	^eCTOS	Once finalized: Post pdf of results on meet website, including team scores.				x
Conclusion		/AR/	^wCTOS	Back up MM database at the end of each session	x	x	x	x
Conclusion		(AN)	^AN	Thank all participants, meet workers, officials, volunteers, facility manager, ZMPC, etc.				x
Conclusion	R	(MA)	^eCTOS	Print award labels for today. (OR CAN WAIT UNTIL NEXT MORNING) Remember any timed final events swum in prelims. Put into TEAMS box at Clerk of Course (Awards folders)	x	x	x	

Daily Tasks at Meet: *FINALS*

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
Conclusion		(MA)	^wCTOS	ASAP after conclusion of meet, once all times have been verified and results finalized: Print final award labels (ONLY print relay not already printed by eCTOS AND Team High Point 1-8 place--others were printed by office throughout session) and have delivered to award labelers.				x
Conclusion		/AR/		Under direction of Admin Ref, update the meet records file at the conclusion of the meet. Save and send pdf report to Meet Director, (Report will be posted on meet website & sent to WZ website to be posted.)				x
Conclusion		/AR/		Were any NAG records broken at the meet? If so, perform the 'Recorder of Records' duties (See USA-Swimming Rules & Reg. Article 102.16 and 104) and send report to Meet Director.				x
Conclusion		(CM)	^wCTOS	Communications Director report to wCTOS to upload results (HTML printable format), pdf & downloadable Team Manger (Cfile.zip) to meet website once they are ready				x
Conclusion		(MA)		Clean up area. Secure anything of value.	x	x	x	x
Conclusion	DI	(AN)		Invite all teams to please stay for awarding of trophies to support & cheer				x
Conclusion		(VO) /CJ/	^OFF ^HP	Charge all radios (/CJ/: Officials, (VO): Meet Marshals)	x	x	x	
Conclusion		(MD)	^wCTOS	Ensure announcer gets high point & SPORTSMANSHIP winner names				x
Conclusion		(AD)		FINAL AWARDS DISTRIBUTION: If all teams have left venue and awards still remain, give any unclaimed awards to Volunteer Coordinator.				x
Conclusion		(MA)	^wCTOS	After meet results are finalized, and HTML, pdf and downloadable Team Manager (Cfile.zip) files have been uploaded to website, prepare the following results formats and give to Meet Director (either email or USB Drive): National formatting (all women's then all men's events), Team & Individual??? high point in HTML & pdf format; SDIF and/or other--LSC option, LOCKED Meet Manager back-up file and UNLOCKED Meet Manager back-up file.				x

Daily Tasks at Meet: FINALS

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		Who	Where	FINALS Daily Meet Host Tasks	Wed	Thu	Fri	Sat
After Finals	DI			Officials Social			x	
After Finals	DI			Zone Dinner & Business Forum		x		

DAILY FORMAT

	DI			B/A Format EXCEPT [see right. These events are A Finals only)	11-12 400 IM	11-12 200 Back	11-12 Fly 11-12 400 Free	11-12 200 Breast
	DI			STARTS: All heats start on west end EXCEPT all 50's start on east end				
	DI			A Finalists gather in Parade Ready Area at least 5 min prior to start of heat				

Purchasing & Reimbursement

Stay within assigned budget amount. If appropriate, pre-approve purchases through meet director. (FYI: Will need to be within budget to receive approval with very rare (if any) exceptions.)

Self-purchase Reimbursement Instructions:

- SAVE RECEIPT(S)
- Complete USI Purchase Reimbursement Request Form (in APPENDIX L: Reimbursement), scan or take a picture of receipt(s), email all to meet director.
- Meet director will then forward receipt(s) to Utah Swimming Treasurer, (contact info on roster in OVERVIEW section) and request reimbursement for you.
- Treasurer will cut check and mail or deliver to you
 - IMPORTANT NOTE: It may look like junk mail

Utah Swimming Purchase Instructions (Please allow sufficient time to process)

- Solicit approval of purchase from meet director
- Approval, if granted, will be emailed to Utah Swimming Treasurer, Utah Swimming General Chair and you
- Make arrangements for purchase with either Utah Swimming Treasurer or Utah Swimming General Chair (contact info for both is on Roster in OVERVIEW section)
- Ensure copy of receipt is emailed to meet director

Meet Credentials

Deck passes are available for all officials and pre-designated meet workers, including many of the Zone Meet Planning Committee members and administrative workers. Check with meet director in advance if you need a deck pass. To get one, go to the meet director on Monday (8/8), or the Clerk of Course desk Tuesday (8/9) or later, show USA Swimming registration and/or Driver's License to receive pass.

Wristband plan

All meet workers will need to have a wristband in order to be on the deck. These can be obtained at either the Clerk of Course desk, upon showing proper credentials, or the Volunteer Check-in Table. There is a unique color for each day of competition, and a universal color (valid all days) for those with access to the Athlete Village. (Coaches, Team Support Personnel, Specified Meet Workers.) Meet marshals & hospitality workers will tell who is qualified for hospitality and specified deck/athlete village access based on wristbands worn.

Western Zone LSC Abbreviations List & Athlete Rep Assignments

Abbreviation	LSC Name	Assigned Athlete Rep
AK	Alaska	
AZ	Arizona	
CC	Central Cal	
CO	Colorado	
HI	Hawaii	
IE	Inland Empire	
MT	Montana	
NM	New Mexico	
OR	Oregon	
PC	Pacific	
PN	Pacific Northwest	
SI	San Diego-Imperial	
SN	Sierra Nevada	
SR	Snake River	
SC	Southern California	
UT	Utah	
WY	Wyoming	

[Venue](#)

[Venue Scheduling](#)

Chart follows

[Maps](#)

Available in Appendix: K

Venue Scheduling

Abbreviations Key

People: (AC)=Athlete Celebration, (AD)=Award Distribution, /AR/=Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, CTOS: Computer/Timing System Operators Station, /DR/=Team Lead Deck Refs/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)= Meet Director, /MR/=Meet Ref, n/a=Not Applicable, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (T)=Teams, TBD=To Be Determined, (VO)=Volunteers

Headings: B/T=Who brings to pool & removes afterwards? S/C=Who sets-up/clean-ups? MN=Who monitors between day sessions? ABBR=Abbreviation, USES=Predominant User

B/T	S/C	MN	ABBR	DESCRIPTION	USES
AVAILABLE MONDAY @ 2 pm—Enter facility using East Gate (Park on road) OR Get “clicker” from facility contact and use back gate for deliveries					
n/a	(VN)	(VN)	^CP	COMPETITION POOL 6 lanes: 2 pm-7 pm	(T)
n/a	(VN)	(VN)		Pace Clock(s)	(T)
n/a	(MA)	(MA)	^OFF	MEET HOST ADMIN AREA: Admin Office: MON-SAT (Swim Team Office)	(MA)
n/a	(MD)	(MD)	^OR	OUTDOOR STORAGE ROOM (if needed until Tuesday) becomes AWARDS DISTRIBUTION AREA: TH – SA (Outdoor Storage room by First Aid Room)	(MD) (AD)
n/a	(VN)	(VN)		PARKING: South KOPFC Lot (Credentialed gate not open)	All
BECOMES AVAILABLE TUESDAY or just used on Tuesday—Enter facility using Credentialed Gate (Park in back of Oval Lot) OR Get “Clicker” from facility contact and use back gate for deliveries					
n/a	(VN)	(VN)	^CP	COMPETITION POOL: Entire deck and pool area. 8 lanes 9 am – Saturday	(T)
n/a			^DT	Outdoor DIVE TANK (25 yard): Overflow lanes available if needed beginning at noon. Prescheduled by meet director for warm-up requests received by 7/29.	
n/a	(VN)	(VN)	^WRL	Olympic Oval WORLD RECORD LOUNGE: 4:30 pm - 9:00 pm TUESDAY ONLY (General Meeting: 5pm – 6pm; Officials Clinic: 6:30 pm – 8:30 pm) <ul style="list-style-type: none"> • Stadium seating for 70-80 • Mic • A/V equipment (to show Power Point Presentations from laptop) • White Board, markers & eraser 	(MD) (OF)
n/a	(VN) (HP)	(HP)	^HP	HOSPITALITY ROOM & LOBBY: (Dance Room & Adjacent Lobby) Available 3 pm through Saturday night (No Hospitality available until Wednesday morning) LOAD THROUGH BACK GATE. (Call & get “clicker” from facility contact-# in Roster)	(HP) (OF)
n/a	(MA)	(MA)	^OFF	MEET HOST ADMIN AREA: Admin Office: (Swim Team Office) 9 am Tu – Sat night	(MA)
n/a	(MA)	(MA)	^CoC	MEET ADMIN AREA: Clerk of Course Desk: (SW Corner of Pool) noon- 6:30 pm Tues.	(MA)
n/a	(VN) (BN) (AR)	(RC)	^AV	ATHLETE VILLAGE: (West of Competition Pool) Fencing & tents up, garbage cans/bags in place, 1 table per team area? (Noon (or earlier) – Sat)	(T)
n/a	(RC) (AR)	(RC)	^TH	THE HUB: (20’x60’ Tented area in Athlete Village) Being set up. Not available for use until Wed morning. (Noon – Sat)	(RC) (T)
n/a	(VN)	n/a		TUESDAY PARKING: Olympic Oval Lot—South Half —deck credentials not required yet.	All
n/a	See right	(AV)	^CP	COMPETITION POOL: Opening Ceremonies 6:30 pm – 8:30 pm Who sets-up/clean-ups: (VN), (AV), (AR), assigned (VO)	(T)
n/a	(VN)	(VN)		KOPFC Main Lobby: TVs inside lobby showing Olympics (Tu-Sat)	All
n/a	(VN)	(VN)		SURROUNDING AREA: (Tu – Sat) <ul style="list-style-type: none"> • Welcome signs on KOPFC & Oval Marquees • 12 VIP Parking Spots (exact location to be determined) 	As designated

Venue Scheduling

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B/T	S/C	MN	ABBR	DESCRIPTION	USES
BECOMES AVAILABLE WEDNESDAY					
n/a	(VN)	(MA)	^wCT OS	MEET ADMIN AREA: West CTOS (SW Corner of Pool)	(MA)
n/a	(VN)	(MA)	^eCT OS	MEET ADMIN AREA: East CTOS (SE Corner of Pool)	(MA)
n/a	(VN)	(MA)	^RES	MEET ADMIN AREA: Resolution Desk (SE Corner of Pool)	(MA)
n/a	(VN)	(VN)	^PRA	PARADE READY AREA-- (OUTSIDE NW corner of Competition Pool. In shade between Competition Pool cover & main building)	(T)
n/a	(VN)	(AN)	^AN	ANNOUNCER AREA: (Location TBD)	(AN)

AREA PLANS

AREA PLANS

Athlete Celebration (AC) Area Plan

Supervisor:

Director: Meet Director

Objectives: To provide a safe, fun celebration and dinner for athletes Saturday night after finals and awards for less money than what is received. Would be preferred to be able to show meet highlight videos and/or the last night of Olympic swimming from Rio at venue.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any):

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Meet Announcement* page 17 (Located in Meet Plan APPENDIX A)
- Be familiar with
 - *Audio Visual Area Plan* (portion that applies to Athlete Celebration)

Of Volunteers To Work With

See *Estimated Meet Workers Needed By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (AC).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (AC) (include parenthesis)
- *Meet Announcement* page 17 (Located in Meet Plan APPENDIX A)

Athlete Celebration Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Locate, reserve & secure venue.		
Create, or give meet director information to create, event information and RSVP form for meet announcement		
Ensure any needed deposit is paid to venue on time		
Get tickets/wristbands from Boondocks		
Prepare tickets/wristbands to be distributed as outlined on meet announcement page 17 (Carefully--each has monetary value)		
Receive RSVP's from teams		
Reconcile money received with RSVP's from each team. Problem-solve as needed. Notify meet director of amount received once finalized.		

Athlete Celebration Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Review video viewing options with Boondocks & A/V Specialist. Try to create the opportunity to view meet highlights video(s) at the Celebration if possible. Another viewing idea: View the last night of Olympic Swimming off a TV or web stream.		
Secure a microphone for use in large room at venue (if possible)		

Notes/Misc. Info:

Athlete Reps (AR) Area Plan

Mentor:

Assistant & Chaperone/Team Manager:

Director: Communications/Athlete Rep Mentor

Objectives:

- Athlete Rep Mentor: Help facilitate their success in doing their assigned job.
- Athlete Rep Mentor Assistant & Athlete Rep Chaperone/Team Manager: Ensure basic needs of athlete reps are provided for and they are safe during meet time.
- Athlete Reps:
 - Attend planning meetings and give input to ensure the needs of the athletes will be met—and that the meet will be fun!
 - Represent the needs of athletes on the Zone Meet Planning Committee and promote measures to ensure a good experience for all athletes
 - Fulfill responsibilities according to job description and as assigned
 - Attend meet. Function as a liaison between designated LSC youth team captains and meet leadership, facilitate various activities and assist as needed.
 - Provide leadership, support and assistance (as needed) to team captains. Help to facilitate their success as team leaders.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - APPENDIX C: Event Messaging & Gratitude Campaign
 - APPENDIX N: Athlete Reps
 - *Set-up/Clean-up & Equipment Checklist (LISTS & MISC)*
- Be familiar with
 - *Box Lunch Area Plan (AREA PLANS section)*
 - May be useful to be familiar with other area plans to answer questions from LSC's

To Do's

- **ALL:** See Task's & To Do's section in OVERVIEW: search on (AR) (include parenthesis)
- **ALL:** Area "Objectives" listed above
- **Mentor(s):** See table below
- **Athlete Reps:** ATHLETE REPS cells in table below & APPENDIX N: *Meet Host Athlete Representative Job Description*

Athlete Rep MENTOR(S) Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
TEAM MANAGER: Ensure Athlete Reps have adequate lodging during meet. Chaperon them from Tuesday Aug. 9 through Saturday night, August 13th. Provide transportation between lodging, pool and Athlete Celebration Saturday night. Ensure meals are provided. Support and encourage as needed. Help facilitate their success in doing their assigned job.	1	
TEAM MANAGER: Ensure all Utah and USA Swimming safety procedures are followed, including the preparation of and signing by parents, and athletes, of	1	ASAP

Athlete Rep MENTOR(S) Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
applicable forms and releases. (Use Utah Zone team forms as a model and modify as needed. Receive approval from meet director and Utah Swimming Safe Sport director --contact into on Roster in OVERVIEW section before distributing)		
AR MENTOR: Ensure Athlete Rep assigned meet activities (Team Banner decorating, Social Media, Skits, Did You Know's about meet and/or LSC's?) are supplied and happen	1	7/28
AR MENTOR: Ensure info available in Athlete Village is current (Audio of announcer & Scoreboard image in The Hub. May use meet marshals & The Hub adults to monitor)--don't want athlete's missing events because of this.		Throughout meet
TEAM MANAGER: Sign up for Athlete Celebration all Athlete Reps who can attend. Use form on page 17 of meet announcement. Write "Athlete Reps" on LSC: line and put the number attending in the "ATHLETES" box. Mark: "Not Applicable" on the fee line. Turn in as instructed by deadline. Ensure Athlete Reps receive tickets to attend Athlete Celebration on Saturday night.	1	Aug. 3, 2016
TEAM MANAGER: Verify when parents will pick up their Athlete Reps. If any will be picked up after Athlete Celebration, determine what will be done with luggage after checking out of lodging (if applicable.)		8/9
ATHLETE REPS: Integrate & promote event messaging (APPENDIX C) as much as possible		Throughout meet
ATHLETE REPS: Set up 8 foot Rocky and secure him so he doesn't blow away. Ensure he is put up each morning, and taken down (or at least secured) after every session.		Tues-Sat
ATHLETE REPS: Assist Box Lunch/Dinner supervisors as requested. Help transport food from drop off point (Credentialed entrance in Athlete Village) to team tents.		Throughout meet
ATHLETE REPS: See also: APPENDIX N: <i>Meet Host Athlete Representative Job Description</i> following Athlete Rep Area Plan		Throughout meet
ATHLETE REPS: Encourage and assist teams in picking up their area throughout each session and when leaving each day. Also encourage and assist cleanliness in The Hub, throughout Athlete Village & venue.		Throughout meet

Notes/Misc. Info:

Audio/Visual Area (AV) Plan

Audio Visual Specialist:

Director: Meet Director

Objectives:

- To provide:
- Scoreboard imaging in the competition venue (viewing for coaches, officials and athletes on south side of pool) and in The Hub.
 - Live video of meet in The Hub (and online if possible)
 - Video assets for Opening Ceremonies
 - Meet highlights of previous experiences prior to PRELIMS each morning and at Athlete Celebration
 - Audio/Visual support, troubleshooting and problem solving as needed during Opening Ceremonies, at meet (especially during warm-ups and skits), for The Hub and at the Athlete Celebration (if needed-- make plan with Athlete Celebration Supervisor, see Roster in OVERVIEW section for contact info.)

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any):

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Opening Ceremonies Area Plan* (AREA PLANS)
 - APPENDIX C: Event Messaging & Gratitude Campaign
- Be familiar with
 - *Athlete Celebration Area Plan* (as applicable) (AREA PLANS)
 - *Rio Connection Area Plan* (AREA PLANS)
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC)

Of Volunteers To Work With

See *Estimated Meet Workers Needed By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (AV).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (AV) (include parenthesis)
- Any *Opening Ceremony* or *Athlete Celebration* Tasks listed on applicable *Area Plan* (AREA PLANS)
- *Set-up & Clean-up Checklist*--as applicable (LISTS & MISC. section)
- Area "Objectives" listed above
- Table below

Audio/Visual Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
Fulfill objectives listed at beginning of Audio Visual Area Plan	1	
Integrate & promote event messaging (APPENDIX C) as much as possible	1	
Collect photographs and video at meet (may coordinate with meet photographer(s)) to compile into Meet Highlights video. Create video and work with facility to ensure it can be shown prior to the start of prelims. (See <i>Daily Itinerary</i> in OVERVIEW section for timing)	1	During meet

Audio/Visual Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
During meet: Collect appropriate candid photographs to use on thank you cards. Email a few (2-5) to meet director asap after meet (or during)	3	During meet

Notes/Misc. Info:

Notes from KOPFC about video scoreboard accepted files:

- JPG files are easiest
- Some other files, like PNG, also work
- Scoreboard is connected to Apple TV so anything shown on an Apple device can be connected through the Wifi (but then dependent on WiFi working)
 - May be better to use an .avi file

-----**The following may be used in either Opening Ceremonies or daily highlights**-----

- May be able to get a video clip of James Perry (Lobster Bisque guy from Studio C) (Check with meet director for more details.)
- Trying to get video clip of Summer Sanders
- Have video clip of Matt & Annie Greivers wishing Western Zone athletes good luck

Can we have an image of the scoreboard on a laptop at the SW corner of the pool for the announcer?

Awards Distribution (AD) Area Plan

Supervisor:

Director: Volunteers

Objectives: To correctly label and sort all awarded medals and ribbons by team. Supervises volunteers who work in award distribution area. Ensures distribution of awards conform with meet announcement.

- Awards from the previous day will need to be ready no later than 11 am
- Awards will need to be labelled Thur, Fri & Sat morning between 9 am - 11 am and also throughout the Saturday FINALS session.
 - Extra help will be needed Saturday night to ensure all awards are labeled before trophy distribution shortly after the conclusion of the meet.

Area Budget Amount: \$0

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Meet Announcement* pg 8, Awards (APPENDIX A)
 - *Award Label Event Checklist* (MEET WORKER TRAINING & RESOURCES)

Of Volunteers To Work With

See *Estimated Meet Workers Needs By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (AD).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (AD) (include parenthesis)
 - Pay extra attention to awards distribution timing in *Daily Itinerary* (OVERVIEW section)
- Area "Objectives" listed above
- Table below

Award Distribution Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Ensure sacks and a marker will be available at venue for sorting of medals and ribbons Thursday - Saturday. Brown paper grocery sacks work well. There are 17 teams. Some teams will want to collect awards each day. (They do their own team awarding each day.) Others may opt to collect all awards at the end of the meet. (Max needed sacks: 17 x 3 (or 4 if distributing Sat. am & pm) + a few extra "just in case.")	1	8/10
Zip closed the medal bags upon receipt, prior to labeling	2	
Obtain award labels from Clerk of Course prior to labeling each day, and throughout the Saturday Finals session. Review label sheets once received and ensure each event only has 1 set of labels AND that all events have labels. Ensure labels for 1-16 place are received for each event. If not, problem-solve with Admin Office. (Exception: If event had 15 or fewer participants.) Mark off each event when the label is received on the <i>Award Label Event Checklist</i> .	1	
After 9 am Thur, Fri & Sat: Pick-up award labels from Admin Office: Team Box/Awards Folder		

Notes/Misc. Info:

Banners (BN) Area Plan

Supervisor:

Director: Meet Director

Objectives: Order banners for meet. Coordinate design with Meet Director, Communications and Fundraising to incorporate event messaging and donor logos (as needed.)

- **Athlete Village team tent banners** (1 per LSC team attending meet)
 - Plain, with team name (team will be decorating with markers at meet)
- **Coach table banners** (no more than 40 m TOTAL length--can be slightly shorter, check with meet director. The total length will be comprised of shorter banners, but perhaps not 1 per team or table? Every attending LSC name will need to be included.)
 - Will line most of south side of competition pool. Needs to look coordinated and polished--very visible. Will need to incorporate donor logos and possibly LSC logos. Perhaps meet logo and possibly Raptor mascot Rocky?
- **Welcome Banner:** Colorful, welcome to meet banner. Coordinate design according to placement at pool.
- **Step & Repeat backdrop on bleachers.** This will be on the back side of a 10 (or 7?) row bleacher. We're trying to make it a focal point when the athlete's enter through their credentialed entrance. There will be an 8 foot inflatable version of the meet mascot Raptor, Rocky in front of the bleachers. It's anticipated this will have donor and the meet logos repeated throughout. We hope this will be a good photo op place.
 - Size of bleachers: 11 feet tall and 22 feet wide. Plastic zip ties would work to attach it to the bleachers if there are grommets. We could make it work wherever the grommets are located.
- **Additional Meet Signage:** Depending on remaining budget, we may order some additional banners for meet. (Things like: Clerk of Course, Odd Heats, Even Heats, All 50's, etc.) Confer with meet director.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - *Set-up/Clean-up Checklist* (LISTS & MISC section)
 - APPENDIX C: Event Messaging & Gratitude Campaign
- Be familiar with
 - *Athlete Rep Area Plan* (specifically team banner decoration task)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (BN) (include parenthesis)
- *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC section)
- Area "Objectives" listed above
- Table below

Banners Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Develop banner design and order plan with meet director, communications and fundraising specialists. Incorporate: Passion, Connection & Legacy--as well as Gratitude Campaign messaging if possible.	1	June?

Banners Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Use banners to promote meet donors and encourage all to patronize these businesses.		
Order banners, ensure payment is made to vendor, bring banners to meet and ensure they are set-up. (Can coordinate set-up with meet director if needed, but we will take all the help we can get!)	1	Set up at pool morning of Tues. 8/9
Work with meet director & fundraising supervisor to ensure at least 4 banners are obtained from the Utah Sports Commission and hung in prime visual locations throughout the meet. Who will return banners to Utah Sports Commission & by what date? (Report to meet director)	1	July
Depending on development of Gratitude campaign, may want to include #3thankyous, or other meet social media hashtags on coach table banners)	2	During design

Notes/Misc. Info:

5/23 email update: We won't be needing any banners that say, Odd/Even Heats. They are available in Utah Swimming storage unit.

Here's a question I have:

- Is there a standard width for banners? It seems like they usually have the same width--but maybe that's because I haven't paid close attention? I'm assuming 24-30 inches or so?

I'm thinking the team banners would be about 6 or 7 feet long? (What's the price difference?) I'm assuming the font size will probably change depending on the length of the team (LSC) name. Some may need to be on two lines. The LSC names are below:

- Alaska
- Arizona
- Central California
- Colorado
- Hawaii
- Inland Empire
- Montana
- New Mexico
- Oregon
- Pacific
- Pacific Northwest
- San Diego Imperial
- Sierra Nevada
- Snake River
- Southern California
- Utah
- Wyoming

As for the coach tables, I'd like your opinion. Something similar to the look I'm hoping for can be seen on our zone website video. Got to utahzones2016.com, click on the video and notice the pan from 3-7 seconds into the video. (I actually paused it throughout the pan so I could get a good look.) This is from the 2013 age group zones meet in Roseville CA. Their coach tables were able to go the entire length of the 50 meter pool because the timing station & officials were on the other side of the pool. Ours will all be on the same side so our coach tables will only run in between the flags (40 meters total.) They also chose to put the team name and their meet logo on each banner. Because of previous commitments to donors, we need to include some donor logos. (Don't know how many yet. Right now we're at 3.) So I'm thinking each banner would have the name of the team and something colorful (either the meet logo, or a donor, or a few donor logos--depending on the size.) We could also include some artwork of our meet mascot Rocky on a banner or two to change things up. Hopefully this is enough information to

be able to get a rough estimate from the banner printer. If not, let's get together and draw up a more formal plan. I would love to get your input. On that same video, there is a short clip that includes a closer look at the coach table banners at 1:28-1:29. (Again, I paused it so I could actually see them before it cut away.) I'm very interested in easy, cheap, non-damaging to the table, yet effective ways to attach the banners to the table. It almost looks to me like they used velcro to attach them here. But I don't think that will be an option for us as we don't own the tables, they belong to KOPFC. I also wondered about bungee cords but thought those would likely get in the way of the coaches if they stretched across the table. So I welcome any ideas on that.

As for the large color welcome banner, I envision that hanging on the east end of the facility under the flag. I've ask our facility contact to let me know how much room we have to work with underneath the flag so we can get a better idea of the size of that one.

The size of the "step & repeat" banner than will simply repeat the logos and provide a picture backdrop for our big Rocky on the back of the bleachers, that size is given in the Meet Plan. I'm wondering if perhaps we should combine that with a 2nd welcome banner too since it's such a big space. (Part of it step & repeat logos, the other part welcome banner.)

UPDATE: At least 1 Sports Commission banner will be placed on the timing table at the west end of the pool, perhaps a 2nd one on the east end timing table too.

Box Lunches/Dinners (BL) Area Plan

Specialist:

Director: Communications/Athlete Rep Mentor

Objectives: To provide quality food to athletes with minimal work from team support personnel throughout the meet. To earn a small premium from each meal sold to help offset meet expenses.

- Specialist works as a liaison between vendors and teams to
 - Set up online ordering and payment plan. Includes:
 - Vendors willing to deliver to pool--or another way to transport the food to the pool. Determine menu options and pricing. (Keep it simple, but provide variety--remember gluten-free options are often needed.) Verify vendors can have food at the pool by specified time. (May want to stagger vendor delivery times by 15 minutes)
 - Lunch: Stagger times between 11-12:30 am
 - Dinner: ESTIMATED TIME (can finalize after meet referee sets timeline (on or shortly after 8/5?) Stagger times between 7-7:30(???) pm (It is anticipated fewer will order dinners)
 - Find out when meet order (all team orders) needs to be placed with vendor. (Some orders could be very large. We are anticipating almost 700 athletes.)
 - Team order placement deadlines (make sure they are prior to order deadlines set by vendors)
 - Payment collection plan (online with credit card at time of order? And/or at meet with cash or check? If at meet, when, where and by whom will it be collected? What will they do with it once collected?) 2 options include: (1) At credential desk when team manager checks in team on Tuesday or (2) At Clerk of Course desk before 8 am the day of the order.
 - Confirm that payment has been received from the team before placing order with vendor.
 - Ensure accurate information gets out to teams in a timely manner about Box Lunches/Dinners (work through Communications Director to get information out)
 - Problem-solve as needed
 - Place orders with vendors and confirm delivery time
 - Have sufficient help available at delivery time to confirm accurate and complete delivery of orders (Have a printed copy of both meet and team orders at the pool. More than 1 copy may be helpful if delegated help is used) and deliver to team tent areas. (May want to create a group text or calling tree prior to meet so all can be notified quickly upon vendor's arrival.)
 - Teams should provide manpower to transport delivered food to their tent area--please make this clear in the order information.
 - Athlete Reps may assist if requested
 - Athlete Rep Mentor (Athlete Village director throughout meet) may also be available to assist if requested
 - Additionally, if worked out in advance, another meet worker or two may be able to be shifted to that area during the time meals are delivered.
 - Ensure money is collected from teams and paid to vendors. (Utah Swimming General Chair (contact info in *Roster* (OVERVIEW section) will be at meet to pay vendors upon confirmation of correct delivery.)
 - FYI: Box meals are being offered Tu: dinner only, M-F: lunch & dinner, Sa: lunch only.

Area Budget Amount: \$0

Anticipated Income To Meet (if any): _____ (Email or talk with meet director)

Pertinent Meet Plan Information

- Review carefully and thoroughly

- Entire OVERVIEW section
- *Meet Announcement* p 9, Team Box Lunches & Dinners section (APPENDIX A)
- *April Team Information Sheet*, Box Lunch/Dinner Info section pp 3-4 (APPENDIX F)
- Be familiar with
 - *Athlete Rep Area Plan*--in regards to Team box lunches/dinners (AREA PLANS section)
- Initial Meet Plan Review Only: Review Meet Plan and see if any other information is pertinent to this area, if so, notify meet director. (Thank you!) :)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (BL) (include parenthesis)
- Area "Objectives" listed above
- Table below

Box Lunches/Dinners Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Box Lunch info must be on website no later than June 1, 2016 (<i>Meet Announcement</i> pg 9)	1	6/1
When contacting vendors, see if they might also provide any discounted or free food for meet hospitality. (If so, notify Hospitality Supervisor asap.) Would they like to provide a coupon for the meet program to encourage spectators to come to their business?	2	
Tuesday Plan: Contact meet director about the possibility of providing box meals for meet workers at the venue on Tuesday. If so, determine how many, who will take the orders, how/when will food be delivered? Ensure Utah Swimming General Chair is available to pay vendor(s) upon delivery.	1	May
Keep all receipts and financial records and turn in to meet director at after Saturday lunch. (This will need to be included in the meet financial report.)	1	8/13 after lunch
Get with Utah Swimming Treasure and make plan for Utah Swimming to pay vendors.		7/16
Receive orders from teams. Reconcile payment with order. Problem-solve as needed.		8/8, 5:00 pm
Receive box meal orders from meet director (Tuesday dinner) & Athlete Reps (all meals). Determine total cost for each group and give to meet director.		1 week prior to deadline
Ensure vendors receive payment and those who ordered food receive the food they ordered. Problem-solve as needed.		Throughout meet

Notes/Misc. Info:

Communications & Publicity (CM) & (PB) Area Plan

Specialist:

Director: Meet Director

Objectives:

Communications

- Develop means of effectively communicating information in a timely manner before, during and after meet. Use it. :)
- Groups who will need communication
 - Swimmers
 - Coaches
 - Officials
 - Meet Workers (a.k.a. Volunteers)
 - Team Support (Team Managers, Chaperones)
 - Swimmer Support (Parents, Spectators)
 - Zone Meet Planning Committee (ZMPC)
 - Western Zone Leadership
 - Utah Swimming (Meet Host)
 - Board of Directors
 - Membership (Primary source of meet workers and officials)
- Promote Meet Messaging and Gratitude Campaign
- Recruit help & delegate responsibility as needed

Publicity

- Promote meet to media
- Promote meet to community organizations (for example: Utah Sports Commission, Utah Olympic Legacy, Special Olympics, etc.)
- Recruit help & delegate responsibility as needed

Other (Specific To This Meet)

- As effective communication is essential to every aspect of the meet, work closely with meet director to ensure effective development and fostering of effective communication throughout meet planning, implementation, finalizing and evaluation process.
- Mascot: Continue to utilize meet mascot as a way to promote meet, meet messaging and gratitude campaign.
- Leadership: Fulfill leadership responsibilities (See *Meet Host Leadership and Lines of Authority* in OVERVIEW section for list)

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - APPENDIX C: Event Messaging & Gratitude Campaign
 - *Information Distribution List* (LISTS & MISC)
 - *List of Announcements* (LISTS & MISC section)
 - *Area Plans* of areas for which you have leadership responsibility (See *Roster* in OVERVIEW section for list)
- Be familiar with
 - APPENDIX D: Building “Hype”
 - All area plans
 - The entire meet plan

Of Volunteers To Work With

(None currently assigned)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (CM) and (PB) (include parenthesis)
- Meet "Objectives" listed above
- Tables below

Communication & PublicityTasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Ensure Utah Sports Commission logo is on meet website and listed as "In Partnership with" (confer with meet director if needed)	1	
Logo or reference to the Utah Sports Commission as a partner in all printed material, flyers, ads, publications, mailers, t-shirts, etc.	1	
Share WZAGC-General Google Calendar on website and publish it's availability in newsletter	2	May?
Work with meet T-shirt vendor & teams to facilitate the wearing of the Raptor T-Shirt at the Opening Ceremonies. (Work with teams = share info with teams)	2	
Share meet volunteer messaging to Sports Commission & Special Olympics?	3	May?
Work with Athlete Reps to develop "Prompts" for social media campaign & team banners (Daily Post-it notes) to help develop core messaging and facilitate gratitude campaign. (More ideas/info in notes from 11/20 meeting with meet director)	2	
Ask KSL: Can share video assets of the meet with them? Can we get the NBC broadcast schedule for Olympic swimming that will be taking place during the meet? (If obtained, give to Rio Connection & Athlete Celebration supervisor as they may be involved with showing Olympics at their venue)	3	ASAP
Work with meet director to develop assets (including scoreboard messaging) to increase awareness of meet by Utah Swimming parents and coaches. Assets could include: posters to display at meet venue, announcements given to announcer, scoreboard messaging (if venue scoreboard can handle messaging or pictures, check 1st), etc.	2	ASAP
Continue campaign to encourage coaches to ask themselves, "How will volunteering at zones benefit my swimmers and team?" Our commitment to them is this: If they will send us volunteer meet workers, we will send them back better than we got them. (Potential benefits listed in APPENDIX C: <i>Message to Utah Swimming: Clubs, Parents & Swimmers</i>)	1	ASAP
ONGOING: Consider the following, then act as needed. "What do people need from website? Are we meeting their needs?"	2	
Summer Sanders video footage? (Sign bandannas to give to key volunteers or drawing?)	2 or 3?	

Communication & PublicityTasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
End of May & July: Send congrats to coaches who had swimmers with zone times in meets this month.	2	End of May & July
Check 2016 WZAGC-General Google calendar each month and note upcoming deadlines in newsletter or email	2	Prior to monthly newsletter or email
Check Zone Messaging and Information Plan at least monthly and ensure all needed messaging and information gets out in a timely manner.	1	Prior to monthly newsletter or email
Create LSC Officials Chair email group	2	
FYI: HEAVY COMMUNICATION MONTHS: April & July (and, of course, the meet week--but it's done in a different way)	1	April & July
From USA-S meet contract: Include USA-S heat sheet logo strip on all printed materials for the meet (including but not limited to meet programs, psych sheets, heat sheets, etc.) Advertising should also include the phrase: "Held under sanction of USA Swimming through Utah Swimming." Also include meet donor logos. (If needed, get logos from meet director)	1	
Invite media to cover meet. If media will not be covering meet, can a volunteer be recruited to submit an article or articles to local papers--or even a mass email to Utah Swimming membership? (UVRay admin Grand Skabelund has done an excellent job with this in the past in Utah County)	2	
Develop "Damage Control" plan with meet director: What to do if athlete village info is not current with meet. (Ideas include: Cover scoreboard projection in Hub? Turn off sound until it's current?) Some kids missed events in HI because of this problem.)	1	
Provide information to media (or volunteer writer) throughout meet	2	
Ensure OMP notification deadline of June 30th is well publicized among LSC Chairs. (More info: Meet Announcement pg 10-11)	1	May & June
Look for ways to promote event messaging and gratitude campaign whenever possible	1	
Be prepare, at the conclusion of the meet, to upload results (HTML printable format) & downloadable Team Manger (Cfile.zip) to meet website once they are ready. (May be done from meet computer asap after conclusion.)	1	

Notes/Misc. Info:

Community Liaison (CL) Area Plan

Supervisor:

Director: Meet Director

Objectives: Promote meet to local community and recreation leadership

- Purpose: To promote good relations between recreation facility, community leadership and local USA-Swimming organizations by using this meet as a model of the good that can be done and as a potential “discussion opener” (or continuance.)

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - APPENDIX C: Event Messaging & Gratitude Campaign
- Be familiar with
 - APPENDIX D: Building “Hype”
 - *Communications & Publicity Area Plan* (AREA PLANS)
 - Entire Meet Plan (The goal is to be thoroughly familiar with plans for meet in order to share with others to best meet above objective.)

To Do’s

- See Task’s & To Do’s section in OVERVIEW: search on (CL) (include parenthesis)
- Meet “Objectives” listed above
- Tables below

Community Liaison Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Idea: Prepare “packet” of information that can be emailed to Utah Swimming clubs to encourage and enable them to meet above listed objectives in their local area.		

Notes/Misc. Info:

Equipment (Computer) (EC) Area Plan

Specialist:

Director: Meet Director

Objectives: Ensure meet computer, printing and network equipment is set-up correctly and functions well throughout the meet. Be available to troubleshoot and problem solve as needed.

Area Budget Amount: \$0

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - *Set-up/Clean-up & Equipment Checklist (LISTS & MISC)*
- Be familiar with
 - MEET ADMINISTRATIVE PLAN section (parts pertinent to computer/software/printing/networking equipment)
 - *Venue Area Plan (AREA PLANS section)*

To Do's

- See Task's & To Do's section in OVERVIEW: search on (EC) (include parenthesis)
- Area "Objectives" listed above
- Table below

Equipment (Computer) Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
Ensure all needed network, computer, cables, printers, software, hardware, etc. is in good working order and will be available at the meet facility in time to be set-up before the meet.	1	Before meet
Set-up equipment and ensure all is communicating as needed functioning together well. Secure cables as needed.	1	Before warm-ups
Stay in contact with computer operator(s) and make adjustments as needed	1	During meet
Troubleshoot & problem solve as needed	1	During meet
Pass along ideas to meet director of how to help future sessions/meets run smoothly	2	After each session

Notes/Misc. Info:

Equipment (Timing) (ET) Area Plan

Specialist:

Director: Meet Director

Objectives: Ensure meet timing equipment is set-up correctly and functions well throughout the meet. Be on-site throughout the warm-ups and the meet to troubleshoot and problem solve as needed.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - *Set-up/Clean-up & Equipment Checklist (LISTS & MISC)*
- Be familiar with
 - *Venue Area Plan (AREA PLANS section)*
- Initial Meet Plan Review Only: Review Meet Plan and see if any other information is pertinent to this area, if so, notify meet director. (Thank you!) :)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (ET) (include parenthesis)
- Area "Objectives" listed above
- Table below

Equipment (Timing) Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
Ensure all needed timing equipment, cables, software, hardware, etc. is in good working order and will be available at the meet facility in time to be set-up before the meet.	1	Before meet
Set-up equipment and ensure all is functioning together well. Secure cables to deck and blocks as needed. This should be completed prior to the beginning of warm-ups while the deck area is still dry.	1	Before warm-ups
Do a test start prior to each session. Ensure all buttons and pads are working.	1	Before or during warm-ups
Stay in contact with timing system operators (close proximity to start end of pool--especially early in session) and make adjustments as needed	1	During meet
Troubleshoot & problem solve as needed	1	During meet
Pass along ideas to meet director of how to help future sessions/meets run smoothly	2	After each session

Notes/Misc. Info:

Fundraising and Donations (FR) Area Plan

Supervisor: _____

Director: Meet Director

Objectives:

- Solicit donations to Utah Swimming for the meet
- Ensure donors receive benefits promised in meet Fundraising Brochure
- Solicit gift card donations to be given as “Thank You” to meet workers/officials
- Determine if SWAG bags will be obtained for athletes (coaches, officials?) If so, obtain them.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): _____ (Email or talk with meet director)

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - APPENDIX E: *WZAGC Fundraising Brochure*
 - APPENDIX E: *Zones Supporter Perk Tracker*
 - APPENDIX E: *Receipt for Donor Businesses*
-

Of Volunteers To Work With

Volunteer Title	Meet Session (Day - pr=prelims/F=Finals)									
	Pre-Meet	W-pr	W-F	T-pr	T-F	F-pr	F-F	S-pr	S-F	Post-Meet
<i>Give needed info to meet director asap</i>										
Gift card donation solicitor (How many? If more than 1, coordinate efforts so businesses are only solicited once)	X									
Any other?										

To Do's

- See Task's & To Do's section in OVERVIEW: search on (HP) (include parenthesis)
- Meet “Objectives” listed above
- Table below

Fundraising & Donations Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
Ensure all donors get what they should according to fundraising brochure. Use <i>Donor Checklist</i> (LISTS & MISC section) to keep track.		
Collect digital “clip-art”/logos from donors and insure inclusion as agreed.		
Silver level benefits to Utah Sports Commission (ask meet director for letter from USC and ensure all they ask is provided.)		
Benefits to Cornerstone (confer with Meet Director--They provided “in kind” donations)		

Fundraising & Donations Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Send donors "Thank You" (ask meet director after meet if there are Thank You card with pictures of the meet)		
Create flier to promote meet donors and encourage all to patronize these businesses while at the meet. Ensure it is put into Team & Coach packets and distributed to officials (give to Team Lead Chief Judge & ask to pass out at Officials Briefings), volunteers (give to Volunteer Check-in table & ask to distribute to meet volunteers) & spectators (if feasible)		
<p>Create donor receipt. Consider using this, or similar, language: Thank you for your donation to the 2016 Western Zone Age Group Championships swim meet held at the Kearns Oquirrh Park Fitness Center in Kearns, UT. The meet will be held 10-13 August 2016 under USA Swimming Sanction #UT16-34, in partnership with The Utah Sports Commission, and is hosted by Utah Swimming, Inc. The commitment of donors like you contributes to the success that USA Swimming athletes enjoy locally, nationally and internationally.</p> <p>In accordance with IRS regulations, this receipt serves to inform you that USA Swimming and Utah Swimming did not provide any goods or services in consideration, in whole or in part, for the donation received.</p> <p>USA Swimming Inc. and Utah Swimming, Inc. are both tax-exempt charitable organizations under section 501(C)(3) of the Internal Revenue Code.</p>		

Notes/Misc. Info:

Hospitality (HP) Area Plan

Supervisor:

Director: Volunteers

Objectives: To provide food and drink to help sustain coaches, officials and other meet workers while at the meet while staying within assigned budget. It is hoped that the hospitality provided will be a positive factor in helping to provide a good meet experience.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Set-up/Clean-up & Equipment Checklist:* Hospitality section (LISTS & MISC section)
 - *Equipment & Supplies Checklist:* Hospitality section (LISTS & MISC)
 - *Meet Worker Job Descriptions:* Hospitality (MEET WORKER TRAINING & RESOURCES section) **Give any needed changes to meet director asap**

Of Volunteers To Work With

See *Estimated Meet Workers Needs By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (HP).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (HP) (include parenthesis)
- Meet "Objectives" listed above
- *Set-up/Clean-up & Equipment Checklist:* Hospitality section (LISTS & MISC section)
- Table below

Hospitality Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Make plan with meet director regarding Tuesday (8/9) Hospitality. There will be some officials and meet workers there most of the day and some there all afternoon and into the early evening. One option: Get in on the team box dinner order.	2	
Get estimated # of people to feed from Meet Director	1	Early Estimate #: May, Better #: After 7/20; Finalized #: After 8/3
Facility contact (Contact info on Roster in OVERVIEW section) is willing to share a remote to the back gate so Hospitality can drive closer to a back door to deliver goods to the dance room. Hospitality room is available at 3 pm on Tuesday 8/9. Store food and drink along side wall. (Room is also used for Officials Briefings during warm-ups before every session.) May serve along entrance wall counter? Bring any needed power strips and/or extension cords.	2	At meet
FYI: Coaches and especially officials often like to grab food during warm-ups if possible (Officials: especially if the official count is low and breaks are few & far between--not so much if they get regular, decent size breaks)	1	At meet

Hospitality Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Plan on no refrigerator access. (Talk with Facility Contact to find out for sure.)	1	Planning
Plan to provide hospitality two ways: 1) For officials, coaches & team managers who come to the hospitality area to eat & 2) For those in position around the deck. (May or may not include officials--find out from meet director closer to meet.)	1	Planning
FYI: KOPFC is a "Coke" facility (Talk to Facility Contact to find out implications)	2	Planning
Make plan to provide breakfast, lunch & snacks during prelims & light dinner for evening sessions Wednesday through Saturday. (Some, but not all, will have dinner with team OR attend a Zone Business Dinner (Thurs), Officials Social (Fri), or Athlete Celebration (Sat.) It may be wise to provide "family style" for dinner (crock pot or large catering pans) instead of "box" (or individual serving) meals. This way those who do not have something planned afterwards can get what they need (some may not have access to cars and are dependent on the meet to feed them) and others can get a light snack if that's all that's needed.	1	Planning
When soliciting vendors, they may be willing to lower the price if they can provide advertising to the teams (who will all have food needs.) Additionally, businesses providing Box lunch/dinner meals to teams (contact Audrey Bell--contact info on Roster in OVERVIEW section) may be willing to provide free or discounted items for meet hospitality. We could also offer to print a coupon to their establishment in the meet program. (Would need to receive copy ready artwork no later than 8/3--earlier is preferred. Give to Meet Program Specialist--see Roster in OVERVIEW section)	1	Soliciting vendors
Please be mindful of 50 meter events & do not distribute hospitality to meet workers (or coaches?) during these. (See Meet Announcement pg 13 (APPENDIX A) for Order of Events. Meet Timeline will be distributed at General Meeting (Tuesday--8/9 5 pm) and may be available sooner from meet director.	2	At meet
Create preliminary Hospitality schedule with Volunteer Director & run past meet director. If possible, serve meals during events 200m or longer and snacks/drinks during 100m or longer. (No delivery during 50's please)	2	May
Find out if Hospitality should be delivered to deck officials while on duty--what about Admin Officials? (Should Hospitality be delivered or will they pick it up in the Hospitality area?) Work through meet director.	1	June?
Request meet timeline from meet director and finalize Hospitality delivery plan.	2	1 week prior
Try to minimize leftovers by the end of the meet. Consult with Volunteer Director Saturday morning on what to do with any.	1	Sat of meet
Encourage and assist in keeping Hospitality area clean. Clean-up area as needed. Also encourage and assist cleanliness throughout venue.		

Notes/Misc. Info:

A couple of thoughts from the meet director:

Breakfast: We are required to offer this, but many will also be able to receive breakfast in their hotel. So while it is important to offer a good breakfast, I wouldn't plan on everyone eating it. Many may just snack.

Lunch: I anticipate this would be the meal most needed and eaten by meet workers.

Dinner: In Hawaii, the final sessions were over by 7:30 pm, Saturday was over by 6:30 pm. Like breakfast, it will definitely be needed by many, but not all. Thursday there is a Zone Business Dinner which many (but not all) will be attending. Friday there is an Officials Social which some (but not all) will be attending. Some of the coaches eat with their teams after the session.

Saturday night: I think it might be best to offer something easy and early--light dinner/substantial snack???. I think you guys will be wanting to pack up, clean up & "Get outta Dodge" by then. Usually the Saturday night session ends sooner than the other sessions. The Athlete Celebration is that night and I believe most coaches attend this with their teams.

Idea: Put water jugs on either end of pool for people to refill water bottles?

FROM 5/17 ZMPC meeting: Water dispensers will be put into The Hub to help prevent athlete dehydration & altitude sickness. Please also provide powered Gatorade for athletes to add to water as desired. (It could be monitored by Hub chaperons???) Please ensure water dispensers are refilled as needed.

Meet Administration (MA) Area Plan

Supervisor:

Director: Administrative Referee, Meet Referee, Meet Director (Meet hosting issues)

Objectives: To provide administrative support, personnel and equipment before during and after meet as directed in the Western Zone Policies & Procedures, by the Meet and Admin Referees, meet announcement and as needed.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - Entire MEET ADMINISTRATIVE PLAN section
 - *Meet Announcement* (APPENDIX A)
 - *Equipment (Computer) Area Plan* (AREA PLANS)
 - *Equipment (Timing) Area Plan* (AREA PLANS)
 - *Meet Worker Job Descriptions* (MEET WORKER TRAINING & RESOURCES)
 - *Training Agendas for: Timers, Runners, Announcer, Award Labeler/Distributor, Timing System Operator, Time Verification Clerk, Administrative Clerks* (MEET WORKER TRAINING & RESOURCES)
 - *Timer Clipboard Instructions* (MEET WORKER TRAINING & RESOURCES)
 - *General Meeting List* (LISTS & MISC)
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC)
 - *Equipment & Supplies Checklist* (LISTS & MISC)
 - *List of Announcements* (LISTS & MISC)
- Be familiar with
 - *Western Zone Policies & Procedures* pp 3-11, Sections IV. (Western Zone Age Group Swimming Championship Regulations) & V. (Western Zone Senior and Age Group Meet Operations) (APPENDIX B)
 - *Estimated # of Meet Worker Needs* (MEET WORKER TRAINING & RESOURCES)
- Initial Meet Plan Review Only: Review Meet Plan and see if any other information is pertinent to this area, if so, notify meet director. (Thank you! :))

Of Volunteers To Work With

See *Estimated Meet Worker Needs By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (MA)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (MA) (include parenthesis)
- MEET ADMINISTRATIVE section of Meet Plan
- Area "Objectives" listed above
- Table below

Meet Administration Tasks "Who Does" Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
Before Meet		

Meet Administration Tasks “Who Does” Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
Secure “meet host side” admin personnel as listed in WZ P&P 4.2.2 and any other desired help. Notify meet director if unable to secure sufficient help.	AO	6/1
Ensure Meet Manager licensing is correct (Utah Swimming is the zones meet host--or KOPFC license would be okay too as its the facility) before distributing any reports	AO	Fall 2015
Set-up Meet Manager meet file . The elevation in Kearns is 4528 . Work through Meet Announcement sheet point-by-point and ensure all that needs to be set-up in the Meet File is. (This will include events, fees, scoring, meet records, time standards, etc.) USA Swimming rules state the meet program must bear conspicuously the statement: “Held under the sanction of USA Swimming through Utah Swimming.” Set up this statement in Meet Manager Set-up/Report Preferences section & ensure it happens. Ensure the file will produce results in accordance with USA-Swimming Rule 102.27 (Meet Results.) Have file reviewed and approved by the Admin Ref. Ensure entry file is distributed to teams.	AO	Fall 2015
If not done by the Western Zone, prepare meet Q-time pdf and uploadable file for team databases . Give to meet director. It is also good to have a copy of the meet records posted if possible.	AO	Fall 2015
Ensure sufficient laptops with compatible software and drivers are provided, along with printers and all work together. Ensure network works and equipment communicates. Utilize Equipment (Computers) Specialist as needed.	ALL?	7/20
Be thoroughly familiar with sections IV & V of the current (9/14) Western Zone Policies & Procedures (WZ P&P) and ensure all within your jurisdiction that is specified therein is done according to specifications.	AO	7
Work with meet director to finalize entry processing procedure for how information, fees and files will be processed and distributed. Items that should be included with entries include: (Meet Announcement pg 5) <ul style="list-style-type: none"> • Team Support Personnel Count (# of coaches, team managers, chaperones per LSC) • Adaptive Swimming Requests • Additional Copies Count & Fees • Zone Business Dinner Fees & Count • Athlete Celebration Fees & Count • Entry Fees • Meet Entry File 		7
Establish plan & enact to back-up MM database frequently during and also after each session (Designate a person to do this & schedule when it gets done--times, put alarm on phone?)		7
Create communication templates to be utilized when processing meet entries to: <ol style="list-style-type: none"> 1. Save Entry Clerk time 		7

Meet Administration Tasks “Who Does” Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
2. Standardize communication & ensure everyone receives the same information. (Fair & equitable is the goal) (Meet director has old ones that can be modified if desired)		
Create plan so USA-S heat sheet logo strip and meet donor logos (available from meet director) are on all printed materials for the meet (i.e. meet programs, psych sheets, heat sheets, etc.) Ideas include entering logos into Meet Manager, literally cutting & pasting hard copy logos onto heat sheets before copying, ..) Wording meet held “under sanction of USA Swimming” & “In partnership with Utah Sports Commission” must be included (where possible—make plan with meet director)		6
Work with meet director to determine how and if Meet Mobile, MeetBop or other apps will be used at meet.		7
Prepare so results will be available in the following formats: <ul style="list-style-type: none"> • “Shall include all individual events (including any swim-offs), intermediate distance times for individual events 800 meters and greater, all relay events with swimmers’ names and all relay lead-off splits. (WZP&P pg.10 section 4.1.1) • Shall be formatted in national event order by age group. All women’s events followed by all men’s events. (To be posted on Western Zone website) (WZP&P pg.10 section 4.1.2) • Shall be provided in electronic format (PDF, SDIF and/or other--LSC option) (WZP&P pg.10 section 4.1.3) • Complete prelim & final results in both HTML (or text) and PDF formats including team high point scores • Locked Meet Manager Back-up & Unlocked Meet Manager back-up (Unlocked is ONLY distributed to Meet Director. Meet and Admin Refs may also receive upon request.) 		7
Entry Processing	AO	
Receive entries, fees and other information designated in Meet Announcement to be turned in with entries. Process entries soon after receipt and problem solve with entering team as needed. To process entries: <ol style="list-style-type: none"> 1. Ensure anything regarding entries that is designated in Meet Announcement happens 2. Do not accept entries without entry fees unless approved by meet director. (It is the entering team’s responsibility to make arrangements with the meet director. Do not accept entries until approval is directly communicated from meet director.) 3. Create folder for team. Put all received into folder. (Either electronic or paper) 4. Upload entry file into Meet Manager 5. Check for problems. (Both with entry file and also with overall meet.) 		As received 8/3

Meet Administration Tasks “Who Does” Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
<ol style="list-style-type: none"> a. If an Exceptions Report is generated, save a copy in the team folder and send a copy to the team and either troubleshoot with them to correct the problem, or request they send an updated entry file with the problem resolved. b. If an updated file is requested, delete the current entry file from Meet Manager, create a new folder within the team folder marked “Error Entry Files” (or something to clearly differentiate it) and put the troubled entry file there so as not to later confuse it with any updated entry file(s.) c. Ensure LSC team name is entered correctly. (Not a club team) <ol style="list-style-type: none"> 6. Process all received according to: <i>Entry Processing Record</i> (MEET ADMINISTRATIVE PLAN.) 7. Problem solve with Admin Ref and LSC teams as needed. 8. Follow any other instructions given by meet director or meet or admin referee 9. Do not accept entries once the meet entry deadline has passed without directly communicated permission from the Meet Referee. 		
As soon as possible, after all entries are in Meet Manager and entry problems have been resolved but at least 3 days prior to the meet start, send meet back-up file to Utah Swimming Registration Chair for swimmer registration check . Troubleshoot with entering teams if there are athlete registration issues.		Asap after 8/3
Once “clean” database has been returned from Utah Swimming Registration Chair, make back-up prior to beginning creation of timeline.		Asap after 8/3
Set-up Prelims Timeline Report: Because prelims have both double-ended and single-ended events (all 50’s, the 800 & 1500) follow the example below to create a more accurate timeline. (Remember: Top heat of 11-12 timed final events swims in Finals) Phase 1: Setting up “Sub-Sessions” <ul style="list-style-type: none"> • Session 1 will be all the events up to the 50’s. Use a -15 interval. Remove all the subsequent events from the session • Create Session 1a. Add the 50’s with a interval of +15 seconds • Create a Session 1b. Add the rest of the events (with the exception of the 800 & 1500 if offered that day) that will be swum that session at interval -15 • If the 800 or 1500 is offered that day, create a Session 1c. Add the 800 OR 1500 (whichever will be swum that session) with an interval of +15 seconds. REMEMBER TO ADD IN A 10 MINUTE BREAK PRIOR TO THE 800 or 1500 • NOTE: The 11-12 Girls and Boys 400 IM, 200 Back, 200 Fly, 400 Free and 200 Breast fastest heat will be swum in Finals Phase 2: Plugging in session times <ul style="list-style-type: none"> • Go back to Session 1. Set the start time of the session (See Meet Announcement if needed) • Run a session report for Session 1 		Asap after 8/3

Meet Administration Tasks “Who Does” Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
<ul style="list-style-type: none"> • Now take the finish time in the report for Session 1, and use that for the start time of Session 1a • Run a session report for Session 1a • Take the finish time of Session 1a and use it for the start time of Session 1b • Continue this process until all sub-sessions have an accurate projected start time. Phase 3: Creating a printable session report <ul style="list-style-type: none"> • Create a session report of the sub-sessions that make up this session. • Export to RTF • Open with Word and take out all “in between stuff” so it looks like a normal session report • Add in required logos, if room 		
Email prelim timelines (all sessions), teams report and psych sheet to Meet Referee ASAP and request review, approval, and the start time for Finals. Also notify of any disability swimmers entered in the meet and/or adaptive requests. “CC” admin ref & meet director on email. Troubleshoot as needed.		Asap after 8/3
Set-up Finals Timeline Report: This will be easy compared to prelims! :) Once the start time has been received from the referee, set up a regular session, using a [redacted] interval. Remember to add in a [redacted] break on either side of the 50’s and a 10 minute break in between the individual and relay events.		Asap after 8/3 (Get interval info from /AR/)
Once approved, reports may be shared with others as designated by the meet director, meet or admin referee. <ul style="list-style-type: none"> • ASAP: PDF report of all athlete names sorted by their team and listed in alphabetical order by last name need to be given to A/V Specialist (Opening Ceremonies) and Vendor Specialist (for T-shirt vendor) • To meet director <ul style="list-style-type: none"> ○ Team entry fee report to meet director--note any unpaid ○ Team entry list <ul style="list-style-type: none"> ▪ Alphabetical ▪ By Event 		Asap after 8/3
Relay Declaration Forms Once approved, relay declarations may be either emailed to Meet Director or printed from Meet Manager for either just Wednesday relays OR for entire meet. (Check with Admin Ref to see which) Relay Declarations (for either Wednesday only OR entire meet) should be put into coach packets prior to 8:30 am on Tuesday, 8/9.		Prior to 8:30 am on 8/9 if possible (to include in Coach Packets)
Get Meet Manager database onto meet computer if it is not there already and ensure all “Ghost” databases are removed from computer, or are renamed and placed in a clearly marked folder so they will not be used by mistake.		8/9 early in day

Meet Administration Tasks "Who Does" Key: AO=Head Meet Host Administrative Official, AR=Administrative Referee, MD=Meet Director	Who Does	Deadline (if applicable)
COPY PLAN: Shoot for 2 copy times. 1. After 1 st session, 2. Between 6-7 pm. Give anything needed to be copied to Facility Contact. Copies will be returned to Admin (Swim Team) Office		

Notes/Misc. Info:

Meet Director (MD) Area Plan

Meet Director:

Meet Referee:

Meet Host: Utah Swimming, Inc.

USA Swimming 2016 Rulebook: 102.9 MEET DIRECTOR — Shall be appointed by the meet host. The Meet Director’s responsibilities include, but are not limited to: procuring the awards; obtaining a sanction; preparing the facility; arranging for personnel, equipment (including appropriate timing equipment as specified in 102.24), and supplies necessary for meet operation; processing of entries; printing of programs; arranging for publicity and media coverage; preparing and distributing meet results and filing the LSC report.

Ensures all aspects of meet are prepared in advance. Roves during meet & checks in with all areas, making adjustments as needed. Ensures that meet is prepared, run and "closed out" appropriately with all applicable governing bodies. This includes preparing and submitting necessary reports & fees on time. Must be familiar with and adhere to USA Swimming rules and regulations. Ensure any records broken during meet are reported and recorded.

Meet Vision Statement: Create opportunities for each to discover something great within, and also among, through inspiring passionate performance, expanded connection and lasting legacy.

Objectives:

1. To provide an ideal environment for great swims (*PASSION*)
2. To utilize the Olympic Connection to promote the USA Swimming (USAS) Vision and Core Objectives. (*CONNECTION*)
 - a. Olympic Connection: Salt Lake City is an Olympic City and the 2016 Olympics will take place simultaneously with the event.
 - b. USA-S Vision Statement: To inspire and enable our members to achieve excellence in the sport of swimming and in life.
 - c. USA-S Core Objectives: Build the Base, Promote the Sport and Achieve Competitive Success.
3. Leave a positive legacy (*LEGACY*)
 - a. Utilize USA-S community within Utah to plan, prepare and host the event to increase interaction, experience and certification (where applicable) among members.
 - b. Seek partnerships with community organizations for donations and volunteers (if needed.)
 - c. Purchase locally when feasible.
 - d. Run a fiscally responsible event.

Budget: Oversees budget & financial reporting

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - All of it

To Do’s

- See Task’s & To Do’s section in OVERVIEW: search on (MD) (include parenthesis)
- Area “Objectives” listed above
- Table below

Item #	Meet Director Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
1	Ensure compliance with all governing body (USA-S, WZ, UT Swimming) rules, regulations, policies, procedures, designations & Meet Announcement conditions.	1	

Item #	Meet Director Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
2	Begin to collect information for Meet Financial Report. This report must be sent to UT Swimming after every meet hosted. (Current report and details available at www.swimutah.com under the 'Sanctions' tab.) Let any who spend or receive money or 'in kind' goods and services in connection with the meet know to receive approval from meet director prior to spending and to report amounts to Meet Director within 15 days of the conclusion of the meet at the latest, unless other arrangements are made. (Sooner is better than later .)		
3	Ensure meet host enters into contract with USA Swimming	1	
4	Prepare Meet Announcement according to Utah Swimming and Western Zone Policies & Procedures (See Utah Swimming website & WZ P&P for current information. Compare with template on website to ensure all needed information is included.) Event list & meet fees are set by Western Zone and cannot be changed after the Western Zone Convention prior to the meet. Referee should also approve Meet Announcement prior to sending to UT Swimming for sanctioning. Ensure all venues have been reserved. Bottom line: Ensure that nothing is offered in the Meet Announcement that cannot be provided. Distribute according to WZ P&P, send to USA-S, post online, etc.	1	
5	Send Meet Announcement and Meet Manager Event Export File to Utah Swimming for sanctioning. Ensure that fee is sent (if needed Utah Swimming is the meet host.) After sanction number is granted, ensure sanction # is inserted into Meet Announcement document AND into the meet database file so it will print on meet reports. (USA Swimming requirement.)		
6	Once sanctioned and sanction number is inserted, distribute Meet Announcement widely and to teams, and Meet Manager Event Export File to teams.		
7	After UT Swimming grants sanction, carefully do a point-by-point review of the Meet Announcement, meet applicable Western Zone Policies & Procedures, USA Swimming contract and Utah Swimming Sanction requirements. Ensure all points have either been set-up in Meet Manager, added to a 'to do' list or clearly delegated to the appropriate person so they will happen as needed.		
8	Ensure all needed equipment & supplies are available and in good repair <ul style="list-style-type: none"> • NOTE: KOPFC has 1 printer with replacement toner that can be used if needed. They also have FRS radios & headsets (use with Meet Marshals?) 		
10	Create award presentation plan. Where and by whom will trophies be awarded? Ways to encourage all to stay? (Show meet highlight videos while results are compiled—AND LET PEOPLE KNOW it will be happening and we'd like them to stay.) How will information be distributed to announcer? (Idea: Fireworks on scoreboard?)		
11	Create meet emergency/evaluation plan with venue. Share with the following and ask them to share with others as applicable. <ul style="list-style-type: none"> • Announcer • TLCJ (Officials Briefings) 		

Item #	Meet Director Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
	<ul style="list-style-type: none"> • Team Packets • Coach Packets • General Meeting • ZMPC • Athlete Reps share with Team Captains • Post? Or put in Meet Program? 		
12	Create VIP Parking & Ticket plan for Gold & Silver level donors. Approve with venue. Add to Daily Tasks, and other lists as needed. Find donor host.		
13	Create projected copies plan (per copy cost, times, drop off or self-copy & amounts) with venue. PLAN: KOPFC will allow meet use of copy machine at 7 ½ cents per copy. Give copy needs to Facility Contact (Try for 2 times a day: After 1 st session & between 6-7 pm at night.) Completed copies will be put in Admin (Swim Team) Office.		
14	Create, copy, distribute & collect meet evaluation form . Compile & share information.		
15	With Meet Admin Supervisor, prepare plan to receive, reconcile and deposit information, files and fees received with meet entries. Items received should include: (Meet Announcement pg 5) <ul style="list-style-type: none"> • Team Support Personnel Count (# of coaches, team managers, chaperones per LSC) (To meet director: Hospitality) • Adaptive Swimming Requests (To meet referee) • Additional copies count & fees (To meet director: LSC name and count, MD updates <i>Reports Counter & Distribution Record</i>, deposit fees) • Zone Business Dinner Count & Fees (Cost per person: \$35)--Give count per LSC to Utah Swimming General Chair, deposit fee into UT Swimming account • Athlete Celebration Count & Fees (Cost per person: \$25)--Give count per LSC to Athlete Celebration supervisor, deposit fee into UT Swimming account • Entry fees (Reconcile with Meet Manager Fee Report and troubleshoot with LSC if needed. Deposit fee into UT Swimming account) • Meet entry file--Entry manager process according to guidelines given in Meet Admin Area Plan 		
16	Work with meet admin supervisor to determine how and if Meet Mobile, MeetBop or other apps will be used at meet.		
17	Ensure all Meet Host workers who need one, have a copy of the Meet Announcement at the meet . (meet director & assistants, computer operator...)		
18	Create & print Team Contacts Info list to use at meet.		
19	Prepare Coach Packets . Include: alphabetical entry list for team, team event entry list, psych sheet?, scratch forms, hospitality instructions. MUST HAVE: two		

Item #	Meet Director Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
	<p>(2) preliminary meet entry summary reports for “each LSC” (I think this means for that LSC.) Emergency & Evacuation plans, Team Box location (where & when session sheets will be made available), wristband plan?</p> <p>Prepare Team Packets. Include: alphabetical entry list for team, team event entry list, psych sheet? total team fee report (includes all fees owed and/or paid) (marked paid or unpaid) Emergency & Evacuation plans, Team Box location (where & when session sheets will be made available). Wristbands or showing of ID to accompany Deck Pass use by all. (May be obtained by showing ID at Clerk of Course), card with symptoms & treatment for altitude sickness, Notify teams: Sprinklers could come on any night—please have everything off ground each night., wristband plan?</p>		
20	Prepare Deck Pass Packets for Team Managers (includes deck passes for team athletes & chaperons)		
21	As needed, prepare meet administration forms, records and slips under the direction of Admin Ref and/or Meet Admin Supervisor. Use agreed upon forms. Copy the number listed in <i>Admin Forms, Reports & Slips List</i> (MEET ADMINISTRATIVE PLAN)		
22	<p>Set up TEAM BOX folders according to <i>Heat Sheet Counter & Distribution Record</i>.</p> <p>Include folders for each team, announcer, timing system operators, Heat Sheet sales, Awards (labels). Include a printed copy of the <i>Heat Sheet Counter & Distribution Record</i> in the front of the box.</p> <p>Consider putting & how to put the following in the team folders (prior to PRELIMS warm-ups)</p> <ul style="list-style-type: none"> ○ Heat sheet (6) (required) ○ Timeline for session (6) required (?) ○ Daily Itinerary (2) ○ Results from previous day? (1) <p>(prior to FINAL warm-ups)</p> <ul style="list-style-type: none"> ○ Heat sheets (6) (required) ○ Timeline for session (6) required (?) ○ Prelim results? (1) ○ Any updates to Daily Itinerary (2) 		
23	Prepare total team fee report (includes all fees owed and/or paid)		
24	Prepare list of names of those who should receive Deck Pass & give to Clerk of Course prior to check-in.		
26	RECEIVE FINALS START TIME FROM MEET REFEREE & EMAIL TO: All ZMPC (Ask them to distribute widely, including posting on website), WZ Leadership & Assigned Team(?)		
27	Take USB Drive to meet to get results files.	1	

Item #	Meet Director Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
28	Ensure results are distributed as follows: <ul style="list-style-type: none"> • Posted to meet website in HTML & pdf format. (Prelims, Finals & Team High Point) • Emailed to USA-S (HTML & pdf format: Prelims, Finals & Team High Point) • WITHIN 10 DAYS OF MEET, results shall be sent to: (WZP&P pg.10 section 4.1.4) <ul style="list-style-type: none"> ○ Western Zone Directors ○ WZCC ○ Western Zone Historian ○ Host LSC SWIMS database results processor ○ Four recipients designated by each LSC • Shall be provided in electronic format (PDF, SDIF and/or other--LSC option) file via email within ten (10) business days of the last day of the meet. Printed results will be available only by request. The cost for producing and mailing such printed results shall be paid by the LSC making the request. (WZP&P pg.10 section 4.1.3) 		
29	AFTER MEET: Archive results paperwork. Mark the date and meet name in a conspicuous place. Should be kept for 3 years. (Mark this on the box.) Let Meet Host & WZCC know where stored.		
30	Ensure all financial and other reporting is complete (45 days after completion of meet)	1	9/27/16
31	Once all conditions of contract have been met, request remaining money owed from USA Swimming & Utah Sports Commission		
32	Advice from another meet director of large championship meets: Stay focused on things we can control.		
33	Make meet warm-up plan (both pre-meet & pre-session)		
34			

Notes/Misc. Info:

The following is a severe weather plan from another meet. DO YOU WANT TO DO SOMETHING SIMILAR???

Severe Weather Plan:	<p>In the event of severe weather, facility staff and/or the meet referee, may deem it necessary to suspend the meet and clear the deck. If this becomes necessary, all will be required to clear the deck immediately and take cover either inside the facility or automobiles. In the case of lightning, the deck will remain clear until 30 minutes after the last lightning is seen by a designated staff member. If conditions preclude the possibility of safely and effectively conducting a meet or event, the meet committee may cancel or postpone it. 102.7.4</p> <p>Should it become necessary to unexpectedly clear the deck, information & updates will be sent out via text and/or email to those who have previously signed up for TEXT GROUP.</p>
Severe Weather	<p>We would like ALL COACHES & OFFICIALS to sign up for this text group, PRIOR TO (preferably) or on the first day of the meet, if severe weather is likely be in the forecast.</p> <p>To receive information during the meet, via text, after the unexpected clearing of the deck, sign up</p>

TEXT GROUP Info:	<p>through the following website prior to the meet. An email, name and number of the phone where text messages may be received are all that is required to sign up. The group is free, however standard messaging rates may apply depending on personal phone service.</p> <p>https://groupme.com/join_group/12167017/E28LN5</p> <p>FYI: The name of the group is "Red, White & Blue Invite 2016</p> <p>ANYONE IS WELCOME TO JOIN THIS GROUP.....PLEASE PASS ALONG TO YOUR PARENTS If Severe Weather is a possibility.</p>
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Meet Program (MP) Area Plan

Specialist:

Director: Meet Director

Objectives:

- To create, collect and compile information for the souvenir meet program that will be sold at the meet. Make copies and deliver meet program to meet.
 - Time sensitive: Copying and delivering happens right before meet.
 - Creation and compiling of most elements can (and should) take place well before meet.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): _____ (Email or talk with meet director)

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - APPENDIX C: Event Messaging & Gratitude Campaign
- Be familiar with
 - MEET ADMINISTRATIVE PLAN section (parts pertinent to Meet Program & Heat Sheets)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (MP) (include parenthesis)
- Area "Objectives" listed above
- Table below

Meet Program Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Get with meet director and determine Meet Program plan	1	
USA Swimming rules state the meet program must bear conspicuously the statement: "Held under the sanction of USA Swimming."	1	
Integrate & promote event messaging, including Gratitude Campaign (APPENDIX C) as much as possible	1	
Use meet program to promote meet donors and encourage all to patronize these businesses.		
Wording "In partnership with Utah Sports Commission" must be included (where possible—make plan with meet director)		

Notes/Misc. Info:

Ideas of things to include in souvenir meet program:

- Psych sheets
- Coupons from local businesses/donors?
- Logos of all donors
- Must include "Held under sanction of USA Swimming" and "In partnership with Utah Sports Commission"
- Map of Western Zone

- List of LSC's
 - Fun facts or "Did you knows" about LSC's (Athlete Reps are collecting)
- Write up about trophy (Story behind the trophy. development & technology--Utah's "Silicon Slopes?")
- Write up about mascot (development & history--name contest, pictures with teams, etc.)
- Information on Utah as a destination & local points of interest?
- Welcome letter from governor? (Utah Sports Commission)
- Welcome letter from KOPFC?
- Gratitude Campaign: Hashtag & info
- Meet messaging (vision statement, 3 key themes: Passion, Connection, Legacy—see Appendix C & 1st part of OVERVIEW section.)
- Did you Knows (from Athlete Reps)
- Donor Logos/mention (as promised—see Fundraising Brochure)
- Vendor logos & ad?
- Emergency/evacuation plan

National Anthem (NA) Area Plan

Specialist:

Director: Communications/Athlete Rep Mentor

Objective: To provide high quality live performance of National Anthem prior to the start of Finals each day.

Area Budget Amount (if any): \$0

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section

To Do's

- See Task's & To Do's section in OVERVIEW: search on (NA) (include parenthesis)
 - Pay extra attention to National Anthem timing in Daily Itinerary (OVERVIEW section)
- Table below

National Anthem Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Get 4 people/groups to perform the National Anthem at the meet prior to the start of each Finals session. Possibilities: <ul style="list-style-type: none"> • Any notable Utahns? • Utah Swimming Members? • Members attending meet from other LSC's • FYI: The Kearns Holiday Open had a great Trumpeter--name and contact info could be obtained from facility contact 	1	7/20
Make arrangements with KOPFC contact, or AV specialist, to ensure working microphone for performer(s). Arrange for suitable location of performance and let meet director know of the plan.	1	Well before performance
Invite camera man (through AV specialist) to film performance.	3	
Contact Meet Director and ask to be notified as soon when the start time of Finals has been determined. Communicate to performers once received.	1	8/4
Have back-up National Anthem available on digital device that can be played at meet if needed. Check in with announcer to ensure it can be played.	1	8/9

Notes/Misc. Info:

The exact time of the start of Finals will not be known until after all the entries are received (8/3) and the meet referee has approved a timeline for the meet. In the past, Finals have started around 4 pm.

Officials (OF) Area Plan

Supervisor: (Meet Host side): Meet Host Rep (MHR) ; (Assigned Team Side) TLCJ: & TLDR/SR:
Director: (Meet Host side): Meet Director; (Assigned Team Side) Meet Referee: Meet Referee

Objectives: To encourage officials attend & work meet and events for officials (clinic & social)

- To ensure officials who do attend and work have good experience by providing
 - an excellent working atmosphere that is conducive to both performance as well as learning, and
 - needed information in a timely manner both before and during the meet
- Ensure distribution meet officials shirts as outlined in Meet Announcement page 10
- Represent the needs of officials to meet planners and promote measures to ensure a good meet experience for all officials

Area Budget Amount: _____ (Email or talk with Meet Director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Meet Announcement* pp 10-11 Officials section (APPENDIX A)
- Be familiar with
 - *Orders Area Plan* (AREA PLANS)
 - APPENDIX C: Event Messaging & Gratitude Campaign
 - *Officials Area Plan*--in regards to Lodging (AREA PLANS section)
- Initial Meet Plan Review Only: Review Meet Plan and see if any other information is pertinent to this area, if so, notify meet director. (Thank you!) :)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (OF) (include parenthesis)
- *Meet Announcement* pp 10-11 Officials section (APPENDIX A)
- Area "Objectives" listed above
- Table below

Officials Area Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
MHR: Determine Officials Social Venue and make all needed arrangements. Give info to TLCJ & TLDR/SR and ask to have announced at all Officials Briefings (Meet Announcement pp 11 & 15)	1	7/11
TLCJ & TLDR/SR: Decide if "Ride Share" plans will be developed for officials. (Information from another official is available. It should be coming to you in May. If needed earlier, ask meet director to forward.)	2	
TLCJ (and designated others if desired) Receive officials shirts from Orders Specialist. Distribute shirts at meet: Prepare shirts for distribution according to Meet Announcement pg 10: "Guaranteed" (those who submitted application with shirt size by deadline) 1st, then remainder. Ideas: Labels with the person's name and shirt size might be very helpful for the "guaranteed" shirt distribution	1	

Officials Area Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
MHR & TLCJ: Share Officials lodging link and answer questions via email in advance of meet. Encourage officials who email to apply to work the meet and remind of deadlines. (FYI: Applications to officiate and receive evaluation are on meet website. They can be downloaded and attached to sent emails if desired, or links could be inserted into email.) Also inform them of the clinic and invite them to attend (and RSVP.)	1	
WESTERN ZONE OFFICIALS CHAIR: determines rooming lists for OMP. Let Meet Director know--NO LATER THAN JULY 5th--how many rooms will be used for the OMP so remainder can be released to other officials.	1	No later than 7/5
TLCJ & TLDR/SR: Work together to ensure “Fun Stuff” is provided for officials briefings. Something unique to, or from, the area is preferred. (For example: Starbucks gift cards were given to 2-3 officials who answered questions correctly during some officials briefings at the 2014 zones meet in Federal Way.) Email or talk with meet director to determine available budget. (The sooner the better.)	2	
TLCJ & TLDR/SR: Ensure all officials have pertinent information about Officials Social and are invited to come.	2	
MHR: Work together with Meet Referee and Meet Director to determine if starters will train timers. If so, make plan to ensure starters know where, when and on what to train timers. (See Meet Worker Resources section for information regarding Timers.)	1	
TLCJ & TLDR/SR: Look for ways to promote event messaging and gratitude campaign among volunteers		
TLCJ: Meet planners are trying to facilitate an Olympic Connection for athletes since Utah is a former host to the Olympics, and the Rio games will be occurring at the same time as this meet. To help facilitate an “Olympic Connection” for officials, it’s been suggested that perhaps an official working the meet who has also worked Olympic Trials (any year) could be invited to talk about that experience during an Officials Briefing (FYI: The Meet Referee’s wife, Sue Lorimer, has done this and may also know of others.)	3	
7/5: MHR, TLCJ & TLDR/SR: Email all meet officials for which you have addresses the IMPORTANT EMAIL listed by this date below.	1	7/5
TLCJ: Give desired shirt size of all Assigned Team Officials and all who submitted application to officiate and shirt size by 7/20 to order specialist. May also confer on proposed number of shirts and sizes for “walk-on” officials order. Also, give total number officials sign-up to work (all positions) by session. (Used for Hospitality)		7/21

Notes/Misc. Info:

IMPORTANT DEADLINES/DATES:

- **6/15:** Application deadline for assigned officials
- **6/30:** LSC Chairs must submit the names of their 2 Officials Mentoring Program (OMP) officials to Teri White, Western Zone Officials Chair by this deadline
- **On or about 7/1:** Acceptance of assigned positions emailed

- **By 7/5:** WZ Officials Chair determines rooming list for OMP rooms and email to meet director no later than July 5th
- **7/5: IMPORTANT EMAIL:** After confirmation of any released OMP reserved rooms is received. email availability of formerly reserved OMP rooms to all officials & remind them of the closing of preferred reservations for officials on 7/11
- **7/5:** Hotel rooms reserved for the OMP but not needed will be released and may be reserved by other officials.
- **7/11:** Final day discount lodging will be held for officials. After this date any remaining inventory will be released to any meet goers.
- **7/13-16:** MHR & TLDR/SR: While at State meet, encourage officials working the Utah state meet to work the zones meet. Distribute zone information cards to officials (small label size cards made by meet director & emailed earlier.) Remind them of upcoming application deadline. Answer questions and encourage participation as needed.
- **7/20:** All applications (other than for assigned officials) due
- **7/21:** Give total # of officials signed-up to work by session & their shirt sizes to meet director. (# of officials by session will be given to Hospitality. # of shirts by size will be given to Orders.)
- **On or about 7/23:** Acceptance of all non-assigned positions emailed
- **8/9:** Officials Clinic (taught by National Evaluator)--more info in Meet Announcement p 11
- **8/13:** Colored Polo night at meet (Finals only)--Officials are to bring their own colored polo shirts

Opening Ceremonies (OP) Area Plan

Supervisor:

Director: Meet Director & Communications/Athlete Rep Mentor

Objectives:

To provide a 45 -60 min (no more than 60) program Tuesday, August 9th to:

- Welcome the athletes to Utah
- Celebrate their accomplishment of getting there
- Promote event messaging (Passion, Connection, Legacy)
- Introduce and promote Gratitude Campaign to athletes
- Connect them with their USA Swimming teammates competing in Rio by creating a video message to send to them

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Location: KOPFC Competition Pool

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section (Except Calendars & Daily Itinerary section & Tasks & To Do's section)
 - APPENDIX C: Event Messaging & Gratitude Campaign
 - APPENDIX I: Opening Ceremonies
 - *Meet Announcement* pg 1 Opening Ceremonies section (APPENDIX A)
 - *April Team Information Sheet* pg 1-2 Opening Ceremonies section (APPENDIX F)
 - *Set-up/Clean-up & Equipment Checklist*: Opening Ceremonies section (LISTS & MISC section)
- Be familiar with
 - *Athlete Reps Area Plan* (AREA PLANS section)
 - *Audio/Visual Area Plan* (AREA PLANS section)

Of Volunteers To Work With

See *Estimated Meet Workers Needed By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (OP).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (OP) (include parenthesis)
- Area "Objectives" listed above
- Table below

Opening Ceremonies Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Try to utilize Athlete Reps--would be nice to introduce?		

Notes/Misc. Info:

- The scoreboard is a video scoreboard. The stands face it. The plan is to use it a lot.
- Working to get an Olympian to speak briefly (no more than 10 minutes total for video introduction & speaking) at Opening Ceremonies.

Ordering (OR) Area Plan

Specialist:

Director: Meet Director

Objectives: To manage shirt (except volunteer T-shirts) and award ordering for meet.

- Awards to order (Western Zones Policies & Procedures page 7 section 5.7)
 - Trophies: 1-8 place team high point + 1 Adam Szmidt Sportsmanship Award
 - First place high point trophy name: Scottie Aschermann Team Championship Award
 - Medals:
 - 1-8 place for every individual event
 - 1-3 place for every relay event (4 per place)
 - Ribbons:
 - 9-16 place for every individual event
 - 4-8 place for every relay event (4 per place)
- Apparel
 - Officials Shirt Order (See Meet Announcement pg 10)
 - # + size of Assigned Team officials +
 - # + size of officials who turned in application by 7/20 (get info from /TLCJ/) +
 - # + size of officials on ZMPC who are unable to work meet because of committee obligations +
 - Extras ordered, then distributed by Team Lead Chief Judge
 - Embroidery: Meet logo?
 - Shirts may have non-white, colored detail if desired (examples: stripe on sleeve, collar or shirt) as long as shirt is predominantly white.
 - If desired, may seek input on design from Assigned Team & ZMPC officials
 - Zone Meet Planning Committee Polo Shirt Order
 - Blue polo shirt--similar (or same if appropriate?) embroidery design as officials shirts?
 - If desired, may seek input on design from ZMPC members
 - 1 for each Zone Meet Planning Committee Member
 - Distribute and ask them to wear on Wednesday (first day of meet) if not officiating. (This is to help others know who they can ask questions to.)
 - Zone Meet Planning Committee T-shirt Order
 - Work through Victor at Northwest Designs--these shirts should be complimentary
 - Raptor design?
 - If desired, may seek input on design from ZMPC members
 - Include Utah Sports Commission logo
 - FYI: Volunteer T-shirts will be ordered by Volunteer supervisor
- Deck Pass
 - Idea: Use same design for lanyard as is used for medals?
 - Need passes for: athletes, coaches, officials, team support personnel (chaperons, team managers) and key meet workers. May be less expensive to have single design for all.
 - Can cost be reduced by advertising for HASTY? (see 2013 (Roseville) deck pass)
- Meet Pin
 - Coordinate budget, order and distribution with meet director. Make & enact plan.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Meet Announcement* pp 8, 10-11 (APPENDIX A)

- *Western Zone Policies & Procedures* pg. 7 section 5.7 (APPENDIX B)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (OR) (include parenthesis)
- *Meet Announcement* pp 10-11
- Area "Objectives" listed above
- Table below

Ordering Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
Obtain desired polo shirt size from ZMPC officials who are unable to work meet because of committee obligations & order shirts for them. Distribute shirts to them upon receipt. Ask them to not wear this shirt at this meet as they will not be functioning as officials.	2	Before placing officials shirt order
Obtained desired polo shirt size from ZMPC members. Distribute shirts to them upon receipt. Ask them to wear this shirt on Tuesday 8/9. This is to help others know to whom they can ask questions.		5/1
Obtain desired T-shirt size from ZMPC members. Work with meet director and/or committee to determine what day they should be worn. Distribute shirts upon receipt and let them know what day to wear it. (Wear at State to encourage volunteers to sign-up & Wednesday of zone meet)		5/1
All awards (trophies, medals, ribbons) must be approved by USA-S before ordering. Submit design to meet director, then it will be submitted to USA-S.		5/1
Determine order plan/deadlines for trophies, medals & ribbons as well as for deck passes & lanyards		5/1
Order officials shirts. Work with Team Lead Chief Judge (TLCJ) to determine distribution plan—using labels? Who prepares? Give to TLCJ to distribute. Remind to distribute according to Meet Announcement page 10.		8/8?
Before ordering medals and ribbons, get award count from Admin Ref. (Use Meet Manager database for this meet--award count function)		5/1
Bring everything ordered to meet and help get to appropriate people.		At meet

Notes/Misc. Info:

Zone usually works with the company "Hasty"

Rio Connection (RC) Area Plan

Supervisor:

Director: Communications/Athlete Rep Mentor

Objective: To promote interaction among the Western Zone athletes and enable them to connect with their USA Swimming teammates competing in Rio.

Area Budget Amount:

Anticipated Income To Meet (if any): 0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
- Be familiar with
 - *Audio Visual Area Plan* (as applicable) (AREA PLANS section)
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC)

Of Volunteers To Work With

See *Estimated Meet Workers Needs By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (RC).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (RC) (include parenthesis)
- Meet "Objectives" listed above
- Table below
- Set-up & Clean-up Checklist--as applicable (LISTS & MISC. section)

Rio Connection Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Finalize Cornerstone donation plan. Make other arrangements as needed for furniture, TV's, needed cables, hook-ups, etc.	1	
Make and follow through on plans as needed. Coordinate with A/V Specialist, facility contact and any others as needed.	1	
Determine how to secure equipment in between sessions.	1	
Create set-up & clean-up plans. Give to and coordinate with meet director.	1	
Recruit volunteers as needed	1	
Ensure meet info available in The Hub (video & scoreboard) is current--don't want athlete's missing events because of this.	1	
Encourage and assist athletes in keeping The Hub clean. Clean-up area as needed. Also encourage and assist cleanliness in The Hub, throughout Athlete Village & venue.	2	

Notes/Misc. Info:

- FYI: KOPFC (Oval) has High Boy tables. Need to let know asap if want to use. (May be additional charge)

- Charging stations @ high boys?
- Will someone need to man “The Hub” in between sessions or will TV’s (& another other AV equipment) be securely stored? Coordinate with venue & volunteer supervisors, AV specialist and meet director as needed

Socials, Zone Business Dinner (SZ) Area Plan

Supervisor:

Director: Meet Director

Objectives: To provide a location that will serve dinner and drinks to approximately 80 people and provide an appropriate venue for the Zone Business Meeting which follows the dinner. A private area with a microphone are necessary. AV capability (the ability to Power Point presentations on a laptop we bring) would be preferred.

- Buffet style worked well at this same meeting held this year. (Didn't have to take orders in advance.)

Area Budget Amount: Less than \$35 per person served (including dinner, 1 alcoholic or other drink, tax, gratuity, etc)

Anticipated Income To Meet (if any): Very little, if any

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Meet Announcement* page 16 (Located in Meet Plan APPENDIX A)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (SZ) (include parenthesis)
- Meet Announcement page 16 (Located in Meet Plan APPENDIX A)

Zone Business & Dinner Social Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline (if applicable)
Locate, reserve and secure venue.	1	1/15
Create, or give meet director information to create, event information and RSVP form for meet announcement	1	1/15
Ensure any needed deposit is paid to venue on time	1	?
Receive RSVP's from teams	1	7/29
Reconcile money received with RSVP's from each team. Problem-solve as needed. Notify meet director of amount received once finalized.	1	
If not doing buffet style, distribute menu, take dinner orders. Submit to venue.	1	
Finalize plans with venue as needed	1	
Ensure only those who have paid attend	1	
Pay facility. Consult with MD on what to do if there is any surplus. (There should not be a deficit)	1	

Notes/Misc. Info:

Travel Support, Lodging (TS) Area Plan

Coordinator:

Director: Meet Director (FYI: Would not recommend this in the future—need someone who can help with last minute issues. Meet Director is too busy right before the meet when people are arriving.)

Objectives:

- To coordinate lodging for teams, officials, meet leadership and spectators in order to provide comp rooms and income to meet
 - Promote the use of meet arranged lodging
- To provide lodging for meet leadership/key meet workers according to Western Zone policy and needs of meet host
- Represent needs of meet participants to Orchid
- Ensure contractual obligations are met with Orchid and amount owed to meet is received from hotels in a timely manner
- Report income received (or that will be received) to meet director within 30 days of meet
- Communicate lodging information to those receiving rooms from the meet
- Communicate Western Zone and meet travel and reimbursement procedures to applicable meet leadership
- Ensure Officials Mentoring Program (OMP) rooms are reserved well in advance of meet. Coordinate administration of OMP program at this meet with Western Zone Officials Chair.

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): _____ (Email or talk with meet director)

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - *Meet Announcement* p 10-11, Hotels & Officials section (APPENDIX A)
 - *Western Zone Policies & Procedures* regarding meet travel (APPENDIX B)
 - *April Team Information Sheet*, pg 2 Logistics section (APPENDIX F)
 - *Information Distribution List* (LISTS & MISC)
- Be familiar with
 - *Officials Area Plan*--in regards to Lodging (AREA PLANS section)

To Do's

- See Task's & To Do's section in OVERVIEW: search on (TS) (include parenthesis)
- Area "Objectives" listed above
- Table below

Travel Support (Lodging)Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Prepare rooming lists for meet reserved rooms. Make payment arrangements. Ensure hotels receive payment and Orchid receives rooming lists prior to deadlines.	1	6/30
Receive OMP rooming list from Teri White. Turn in to Orchid & get OMP reserved rooms released to officials block. Ensure OMP rooms are paid for.	1	7/5
DEADLINE (Travel): Get OMP Reserved Rooms released to officials block by Orchid once reserved	1	7/6

Travel Support (Lodging)Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
DEADLINE (Travel): Information Orchid to release all officials rooms to public. Email notification to public & post on website	1	7/11
DEADLINE (Travel): Discount lodging links close on this date	1	7/18
Publish hotel deadlines do all possible to fill them. Add to or change <i>Information Distribution List</i> as needed.	1	asap
Monitor room pick-up and other monthly reports from Orchid. Ask for them if not received by the 5th of the month. Coordinate comp rooms.	1	5th of May, June, July
Communicate with those who will be staying in meet provided rooms. Let them know the name and contact info of the hotel, nights paid, etc. Receive from them information need to add them to the rooming list	1	May
Determine with Western Zone leadership, according to Western Zone Policies & Procedures, and meet host who will receive rooms and how they will be paid.	1	May
Notify parents to get discounted hotel rooms asap, no later than 7/18. Extras may be opening June 16 (Team block deadline past) and/or July 11th (Officials deadline passed)	1	May
Western Zone Championship Coordinator arrives at meet 2 days prior to competition (WZ Policy.) Any others? Make appropriate arrangements.	1	May
Find out travel reimbursement procedures for Western Zone (start with Policies & Procedures) and meet host. Communicate to meet leadership/key workers as applicable.	1	May

Notes/Misc. Info:

Vendors (VE) Area Plan

Coordinator:

Director: Meet Director

Objectives:

- Be the meet point of contact for vendors
- Coordinate vendor, meet and facility needs
- Negotiate contracts/agreements with vendors
- Ensure vendors pay as agreed within 30 days of meet.
 - Give any income or expense information, receipts, invoices, etc. for this area to meet director within 30 days of meet (sooner if possible.) It must be included on required financial reports and distributed no later than 45 days after meet.

Area Budget Amount: \$0

Anticipated Income To Meet (if any): _____ (Email or talk with meet director)

Pertinent Meet Plan Information

- Be familiar with
 - *Roster & Maps* in OVERVIEW section

To Do's

- See Task's & To Do's section in OVERVIEW: search on (VE) (include parenthesis)
- Area "Objectives" listed above
- Table below

Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Give any income or expense information, receipts, invoices, etc. for this area to meet director within 30 days of meet (sooner if possible.)	1	9/12/16
Collect vendor percentage owed within 30 days of meet	1	9/12/16
Make arrangements with Venue for Vendor pads. What will be provided? Any charges?	1	7
Determine vendor plan: Who will be where, any fees, any remuneration to meet? If so, how collected, by whom & when (within 30 days of meet)? How will vendor pay pad fee to venue? How will UT Swimming receive \$ from vendors? (if applicable)	1	7
Create Vendor map for venue	2	?
Be present to welcome & accommodate vendors upon their arrival--or make arrangements for this to be done by someone else. (Let meet director know who)	1	8/9/16

Notes/Misc. Info:

Venue (VN) Area Plan

Supervisor: Facility contact

Director: Meet Director

Objectives: To provide facility, human resources and equipment for meet in compliance with current USA-Swimming rules and regulations, Western Zone policies and procedures and as agreed upon with Utah Swimming.

Budget (if any): _____ (Email or talk to meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - OVERVIEW section
 - *Equipment (Computer) Area Plan*
 - *Equipment (Timing) Area Plan*
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC section)
 - APPENDIX B: Western Zone Policies & Procedures (as pertains to facility) pp 3-4, section 1.1
- Be familiar with
 - APPENDIX A: Meet Announcement (as pertains to facility)
 - APPENDIX K: Maps

To Do's

- See Task's & To Do's section in OVERVIEW: search on (VN) (include parenthesis)
- Meet "Objectives" listed above
- See
 - *Venue Scheduling* (OVERVIEW section)
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC section)
- Table below

Tasks <small>(Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)</small>	Priority	Deadline <small>(if applicable)</small>
Provide tested scoreboard imaging on east wall in competition pool (WiFi image to devices??)	1	
Provide as much seating as possible within spectator area on north side	1	
Set-up areas as designated in <i>Set-up/Clean-up & Equipment Checklist</i>	1	
Provide equipment as designated in <i>Set-up/Clean-up & Equipment Checklist & Equipment & Supplies Checklist</i> . Ensure all works well before and throughout meet. Be on call to resolve problems as needed as needed during meet.	1	
Provide venue KOPFC & Olympic Oval venues as designated in <i>Venue Scheduling</i> list	1	
Get with meet director and determine parking and credentialed gate use plan for Monday & Tuesday	1	

Pick up garbage & lost & found items every session. (FYI: The meet management is also putting measures into place to encourage other groups to pick up too.)		
Provide hard wired network for 3-4 computers along south side of pool and 2 or more computers in swim team office. Be on call to resolve network and internet problems as needed during meet.		
Provide access to facility secured wireless internet to meet administration as needed		
Secure meet assets at night. Meet Host: Lock-up laptops, TV's etc. KOPFC will have people circle through area periodically.		
Provide 2 lifeguards on each pool while being used & 3 parking attendants (KOPFC main lot?, KOPFC south lot? & Olympic Oval lot?) during meet		
Can a lifeguard man credentialed gate in between sessions (approximately 1-3 pm?)		
Allow meet use of copy machine at 7 ½ cents per copy. Give copy needs to facility contact. (Try for 2 times a day: After 1 st session & between 6-7 pm at night.) Completed copies will be put in Admin (Swim Team) Office.		
Create VIP Parking plan with meet director (How & where)		
Locker Room Patrolling & problem solving: Because locker rooms are open to public as well as athletes, meet marshals will regularly patrol. What is the procedure if they find something going on that shouldn't be? Is there a recommended protocol for this? (2 deep leadership, etc.) PLAN: Have Meet Marshals on radios. (Facility contact will provide) If Meet Marshal's spot trouble—help secure child, get descriptions of perpetrator, get a supervisor asap		
Can lifeguards also patrol locker rooms & family change areas regularly?		
Extreme weather/Evacuation Plan. Develop with meet director. If athletes come into venue, where do spectators go? Can indoor pool be used for warm-up/warm-down if deck is cleared? (From facility contact: YES—but this will be harder on Saturday. Note to meet director: Pray for good weather! 😊)		
Should meet publish Oval Olympic Store & encourage attendance?		

Notes/Misc. Info:

Volunteers (VO) Area Plan

Supervisor:

Director: Meet Director

Objectives:

- Ensure there is a sufficient number of well-trained and informed volunteers to function as meet workers throughout the meet
- Seek first to draw volunteers from the Utah Swimming membership
 - This is part of the positive “Legacy” we hope to achieve through hosting this meet. To return meet volunteers back to the clubs better than we got them.
 - Potential benefits listed in APPENDIX C: *Message to Utah Swimming: Clubs, Parents & Swimmers*
- Direct, assign and train volunteers, or ensure a system is set-up so they will receive quality training
 - Receive approval on training materials from meet referee & meet director prior to using
- In addition to training, ensure volunteers have what they need to do their job well
- Represent the needs of volunteers on the Zone Meet Planning Committee and promote measures to ensure a good experience for all meet workers
- Design and order Volunteer T-shirts. Distribute in accordance with Meet Announcement pp 11-12 (Volunteers section)

Area Budget Amount: _____ (Email or talk with meet director)

Anticipated Income To Meet (if any): \$0

Pertinent Meet Plan Information

- Review carefully and thoroughly
 - Entire OVERVIEW section
 - *Meet Announcement* pp 11-12, Volunteers section (APPENDIX A)
 - *Area Plans* of areas for which you have leadership responsibility (See *Roster* in OVERVIEW section for list)
 - Entire MEET WORKERS TRAINING & RESOURCES section
 - *Set-up/Clean-up & Equipment Checklist* (LISTS & MISC section)
 - *Equipment & Supplies Checklist* (LISTS & MISC section)
 - *List of Announcements* (LISTS & MISC section)
 - APPENDIX C: Event Messaging & Gratitude Campaign
 - *FAQ: Volunteers* (APPENDIX H)
- Be familiar with
 - All area plans
 - The entire meet plan

Of Volunteers To Work With

See *Estimated Meet Workers Needs By Session* in MEET WORKERS TRAINING & RESOURCES section. Search on (VO).

To Do's

- See Task's & To Do's section in OVERVIEW: search on (VO) (include parenthesis)
- Area “Objectives” listed above
- Table below

Item #	Volunteers Area Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
1	Prepare meet volunteer organization and have approved by meet director <ul style="list-style-type: none"> • What positions will be needed? <ul style="list-style-type: none"> ○ Provide personnel as outlined in WZP&P pg. 5, section 4.2, 4.3 & 4.4 • How will people be made aware of volunteer needs? • How will they sign-up? • How will names be recorded? • Where/when will they report at the meet? • How will volunteers receive training/instructions at the meet? Will volunteer hours need to be recorded for other purposes (example: Gratitude Campaign, final reports to WZ & USI?), if so, how will this be done? • Plan when, where, by whom & on what volunteers will be trained. 	1	5/15
2	Organize volunteer T-shirt design and set-up ordering plan. Include Utah Sports Commission logo (& others? Check with meet director) on T-shirts. (Order after “guaranteed shirt in ordered size” deadline of 7/26. Need to receive order no later than 8/9-- preferably sooner) (See Meet Announcement pp 11-12)	1	May/June
3	Look for ways to promote meet messaging and gratitude campaign among volunteers	2	
4	Create distribution plan for volunteer shirts. Ensure procedure outlines in meet announced pp 11-12 (Volunteer section) is followed. (Ideas: Label Volunteer shirts for those who pre-ordered to help ensure correct distribution. Train distributors)	1	July/prior to meet
5	Prepare volunteer online signup. Include where and when volunteers should check in and the time/place of any meetings they should attend. If possible, arrange for automatic emails to remind volunteer of their commitment, check-in time/place & meeting time/place prior to the meet. Determine release date with meet director and communications specialist. Monitor volunteer sign-up. Recruit as needed.	1	Release June 1st?
6	Encourage and recruit volunteers. Invite/persuade coaches to encourage volunteerism from their team members. (Swimmers, parents, officials, assistant coaches & official trainees (meet marshals))	1	
7	Order volunteer shirts	1	7/27
8	Prepare wristbands & plan for using them as credentials. Train meet marshals & volunteer desk people on this. Ensure they are used throughout meet to distinguish who should be on deck, and who should not. Give information to meet director (to be distributed in General Meeting, July Team Information Sheet & possibly elsewhere)	1	Initial plan prior to 7/1. Finalized plan by 7/16 (end of LC State)
9	Coordinate deck pass credential distribution & use plan and distribution with meet director. Train distributors (or ensure they are adequately trained.) Remember to include distribution plan for Monday & Tuesday. Ensure	1	

Item #	Volunteers Area Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
	distribution follows what is specified in meet announcement pg 6 for Tuesday and the rest of the meet.		
10	Work out “Thank You” plan for volunteers with Meet Director. <ul style="list-style-type: none"> • “Sign up” volunteers (T-shirt after 2 sessions, pin after 4, ??? after 6?, ??? worked all 8?) • Utah “Assigned Team” volunteers (those working 8 sessions) (T-shirt, pin, deck pass/lanyard, donated gift card for each? Some get a room for the meet) • Keep in line with officials (don’t want them feeling “shorted” They get a shirt, pin, deck pass/lanyard & random “drawing” gift cards) 		
11	Print volunteer sign-up & bring to meet (May want to bring a couple extra copies “Just in Case”)	1	Prior to meet
12	Ensure the use of sufficient meet marshals (WZ P&P p. 5 Section 4.2.3) Instruct Meet Marshals: warm-ups are under their control AND invigilating officials. (WZP&P pg. 6 seciton 5.10.1.c)	1	
13	Prepare cash box as needed for sales	1	
14	Ensure Volunteer Table is manned from 15-20 min prior to the start of warm-ups each session through a time TBD with the Meet Director.		
15	Prepare sign to leave at Volunteer Table directing people to either the facility front desk (general information, lost & found) and to the Clerk of Course (tell where it is, this is for meet related issues and questions)		
16	Brainstorm with meet director ideas for “Volunteer Holding Tank.” (i.e. ways to “hook” interested volunteers prior to the online sign-up. Need to provide information (FAQ: <i>Volunteers</i> was developed for this reason and a way have them leave contact info and interests so they can be contacted later.) This information will be used at future meets and also passed along to the next zone meet director. FYI: Initially a Google Form volunteer sign-up was available on the website to start collecting info from interested persons.	3	Anytime before 8/30
17	Prepare Heat Sheet plan: How, where, when to sell and by whom. (NOTE: Will need cash box.) By ½ hour after the start of Finals W, Th & F,, let Clerk of Course know the number of heat sheets desired to sell the next morning. Give the number for Wednesday a.m. to the Clerk of Course by 3 pm on Tuesday. Give the Finals session # to the Clerk of Course by noon each day of the meet. Pick up Heat Sheets at the Clerk of Course desk prior to warm-ups each session. Should be marked, “To Sell”		
18	Ensure all supervisors are trained on how to give <i>Verification Letters of Service Rendered</i> and have sufficient signed copies to give as needed at the end of each session.		

Item #	Volunteers Area Tasks (Priorities: 1=Must Do (required); 2=Good to do (may be negative long-term consequences if not done), 3=Nice to do, but not needed)	Priority	Deadline (if applicable)
19	Request meet timeline from meet director. Finalize plan for getting “floaters” where they need to be when needed. (For example: Extra help on the start end for 50’s in Finals)		1 week prior
20	Encourage and assist in keeping Volunteer Check-in area clean. Clean-up area as needed. Also encourage and assist cleanliness throughout venue.		
21	With meet director, generate list of names of those who should receive deck passes to have at Clerk of Course desk.		
22	Advertise meet pin at Volunteer Table: “If you work four sessions you get this!”		

Notes/Misc. Info:

MEET ADMINISTRATIVE PLAN

Meet Administrative Plan Overview

Key factors of the plan include:

- **Personnel:** Who will do what? Job title and description (The following attempt to address this: *Meet Worker Job Descriptions, Estimated Meet Worker Needs by Session, Area Plans*, various task lists & calendars [i.e. anywhere there is a standardized abbreviation in the Meet Plan—example: (**)] *USA-S Rulebook*)
- **Locations:** What will be done where? Location names (Various locations identified by name in: *Venue Scheduling* list in OVERVIEW section)
- **Timing:** What needs to be done when? (The following attempts to address this: *Pre-Meet Calendars, Meet Prep Timeline (MPTL), Daily Meet Itinerary, Daily Tasks at Meet* in OVERVIEW section)
- **Paperwork:** Admin forms, records & slips. What will be needed? What format? How many? When & where used? Where stored? (The following attempts to address this: *Set-up, Equipment & Supplies Checklist, Forms, Records & Slips plan*. There is also information about when various Meet Manager reports need to be generated in the *Daily Tasks at Meet* in OVERVIEW section.)
- **Equipment/Supplies:** What is needed? How much? Where located? (The following attempts to address this: *Set-up/Clean-up & Equipment Checklist* and *Equipment & Supplies Checklist*, both in LISTS & MISC section)

Meet Administrative Plan related items in the Meet Plan

Various aspects of The Meet Administrative Plan are addressed in within the Meet Plan. See the following:

- Entire MEET ADMINISTRATIVE PLAN section
- *Meet Administration (MA) Area Plan*
- *Meet Director (MD) Area Plan*
- OVERVIEW section
 - *Meet Host Leadership and Lines of Authority*
 - *Pre Meet Calendar & Deadlines*
 - *Daily Meet Itinerary*
 - *Meet Prep Time Line (MPTL)*
 - *Daily Tasks at Meet (This one is really important to meet admin)*
 - *Venue Scheduling*
 - *“Competition Area” Map*
- AREA PLAN section
 - *Awards Distribution (AD) Area Plan*
 - *Equipment (Computer) (EC) Area Plan*
 - *Equipment (Timing) (ET) Area Plan*
 - *Venue (VN) Area Plan*
- MEET WORKER TRAINING & RESOURCES
 - *Meet Worker Job Descriptions*
 - *Estimated # of Meet Workers Needs*
 - *Training Agendas*
 - *Timers*
 - *Runners*
 - *Announcer*
 - *Award Labeler/Distributor*

- *Timing System(TS) Operator*
 - *Time Verification Clerk*
 - *Timer Clipboard Instructions*
- **LISTS & MISC. section**
 - *List of Announcements*
 - *Equipment & Supplies Checklist*
 - *Set-up/Clean-up & Equipment Checklist*
- **APPENDIX A: Meet Announcement**
- **APPENDIX B: Western Zone Policies & Procedures**
- **APPENDIX J: Meet Host Admin**
- **DROPBOX**
 - *Meet Referee /MR/*
 - *Team Lead Chief Judge /TLCJ/*
- **Google Sheets/Docs**
 - *Meet Director (MD)*

Personnel & Where They Are Based

Personnel	Office	C of Course	Resolution	West CTOS	East CTOS
Admin Referee	1				1
Assistant Admin Ref	1				1
Additional Admin Officials	1		1		
(MA) Supervisor (Meet Host Side)(Deck Hy-Tek)				1	
Deck Hy-Tek Assistant(s)				1-2	
Timing System Operator				1	1
Runners				2-3 (Pr) 1-2 (F)	
Clerk of Course Desk Attendant		1 (Wed Prel=2)			
Credentials & Check-in Attendant		Tu only=1			
Meet Director	1				

Locations: What Is Done In Each Area?

What is Done in each Area?	Office	C of Course	Resolution	West CTOS	East CTOS
Distribute Credentials		x			
Place of "check-in" (swimmers, coaches, officials (Tu only) & Team Managers)		x			
Distribute Coach Packets		x			
Answer general questions about meet		x			
Store Results	x				
Archive Results	x				
Relay Declarations (everything but receive from coaches—input initial declarations into Meet Manager, update final declarations in Meet Manager as needed)	x				
Coaches turn in initial Relay Declarations		x			
Problem solve w/ coaches			X		
Identifies need for swim-off				x	
Manages & sets –up Swim-off (once notified by West CTOS)			x		
Store extra supplies & paperwork	x				
Store a working supply of just what is needed		x	x	x	x
Receive times from pool deck into timing console				x	
Receive times from timing console into Meet Manager				x	
Work in networked Meet Manager	x			x	
Time Verification/Score				x	
Generate file for scoreboard and ensure it is uploaded to scoreboard (this is done in the main building—take the file on a USB drive)				x	
Verify results & approve anything released	x				
Print results				x	
Print award labels				x	
Print heat & timer sheets for next session, then make copies		copy		print	
Run timing system & meet computer during meet under direction of Admin Ref & according to training received. Verify times according to USA Swimming Rules. Deliver results to announcer and post as soon as they are verified. Once completed, deliver all event paper work to Resolutions Desk for filing.				x	x
Resolutions Desk: File all event paperwork in corresponding file folder after the event time verification has been completed on meet management software.	x				
Back up MM database frequently & after each session				x	
Scratch box location			x		
Collect Adam Szmids Sportsmanship award ballots		x			
Collection place for anything that needs to be copied	x (W-S)	x			
Run MeetBop (Timing Console Operator)				x	
Run Meet Mobile				x	
Record No Shows & give updates to appropriate Deck Ref			x		

Recording Forms

Spreadsheets listed below are located in APPENDIX J: Meet Host Admin

[WZAG2016 Team Information and Record of Items Received](#)

Used by those receiving items other than meet entries and fees to compile and coordinate what was received and also those who need the information. Items recorded include: Adaptive Swimming Requests, Extra Copies Count, Extra Copies Fees, Zone Business Dinner Count, Zone Business Dinner Fees, Athlete Celebration Count, Athlete Celebration Fees, # of Coaches, # of Chaperones, # of Team Manager(s). Location: *APPENDIX J: Meet Host Admin*

[WZAG2016 Entry Processing Record](#)

Used by the Entry Manager when processing meet entries. Location: *APPENDIX J: Meet Host Admin*

[WZAG2916 Report Counters](#)

The following are each separately tabbed sheets within the *Reports Counter* sheet. Location: *APPENDIX J: Meet Host Admin*

[Heat Sheets](#)

Used by meet administration who copies and/or distributes Heat Sheets.

[Results](#)

Used by meet administration who copies and/or distributes results.

[WZAG2016 Prelim Results Announcement Record](#)

For announcer, clerk of course & computer operator. Here they mark when results have been produced, the time results were announced, and the time scratches closed by event. Announcer texts Clerk of Course when events close. Location: *APPENDIX J: Meet Host Admin*

[WZAG2016 Award Labels Event Tracker](#)

Used by meet admin who prints award labels and Awards Director to track what labels have been printed, given, received and placed on awards. Location: *APPENDIX J: Meet Host Admin*

[Copies Information](#)

- We are trying to consolidate copy times to twice a day. Put master copy with attached instructions into Copy Collection Bin in Admin (Swim Team) Office or Clerk of Course. Collection times: After prelims Wed - Sat & between 6:00 – 7:00 pm Wed-Fri

Forms, Records & Slips Plan

Also see *Daily Tasks at Meet* (in OVERVIEW section)

Meet Admin Forms, Records & Slips Plan						
Admin Form, Record & Slips Name	Who Provides?	Where is Master Located?	How Many Needed ?	Who uses 1st? AO=Administrative Official	Stored Where at Meet? (WS=working supply/ X=extras)	NOTES
DQ Slips	Meet Host-- Unless a different format is preferred.	2016 WZ Age Group Dropbox		CJ's	WS: CJ's X: Office	2 part pre-printed form Bringing 200-300 slips
No Show Report	Meet host	2016 WZ Age Group Dropbox	100?	Deck Ref	WS:CJ's X: Office	
No Show Record	Meet host	2016 WZ Age Group Dropbox	4?	AO recording No Shows in Meet Manager	wCTOS	
Computer Change Form	Meet host	2016 WZ Age Group Dropbox	60?	Admin Ref	WS: wCTOS X: Office	
Scratch Request Form	Meet host	2016 WZ Age Group Dropbox	?	Swimmer or Coaches	WS: CofC X: Office	2 part pre-printed form Bringing 200+
Scratch/ Computer Change Record	Meet host	2016 WZ Age Group Dropbox	8?	AO recording scratches/ computer changes in Meet Manager	WS: wCTOS X: Office	
Relay Take-Off Slip (8 lane)	Meet host	2016 WZ Age Group Dropbox	4 per heat/40 0's & 8 per heat/20 0's? + extras	Chief Judge(s) distribute to relay take off judges	WS: CJ's X=Office	Meet director prints & brings to venue on Monday. Admin Ref cuts & puts into packets for CJ's
Relay Declaration Slip (printed from Meet Manager)	Meet Manager	Meet Manager Printout	1 per relay	Coaches/ Swimmers	Coach Packets	???: Put all for meet in pre-meet Coach Packets? Or Distribute 1 day at a time?
Lap Counting Record—Start End	Meet host	2016 WZ Age Group Dropbox	1 per heat— 800's	CJ's	WS: CJ's X:Office	

Meet Admin Forms, Records & Slips Plan

Admin Form, Record & Slips Name	Who Provides?	Where is Master Located?	How Many Needed ?	Who uses 1st? AO=Administrative Official	Stored Where at Meet? (WS=working supply/ X=extras)	NOTES
			1 per heat— 1500's			
Lap Counting Record—Turn End	Meet host	2016 WZ Age Group Dropbox	1 per heat— 800's 1 per heat— 1500's	CJ's	WS: CJ's X:Office	

MEET WORKER TRAINING & RESOURCES

Volunteer Meet Worker Acquisition Plan

Volunteer FAQ

Location: *APPENDIX H: FAQ Documents*

Include volunteer invitation and information in meet announcement and monthly team newsletters. Remind LSC's that according to Western Zone Policy they are to provide 1 deck or admin official & 1 lane of timers (3 timers) for all sessions of the meet.

Create online volunteer sign-up. Make available on meet website by June 1st.

Speak with coaches and team admins at meets and other swimming activities. Help them catch the vision of how their team can be benefitted by encouraging swimmers and parents from their team to work as meet volunteers. (Benefits outlined in APPENDIX C, *Message to Utah Swimming: Clubs, Parents & Swimmers*)

Invite all officials to work the meet at Officials Briefings for meets held prior to zones. Give small cards with meet logo, name, dates & meet website. Answer questions, encourage attendance. Pass out applications during Officials Briefings at May, June & July meets.

Email various groups within Utah Swimming with requests to work the meet, or encourage their team members to work the meet, throughout the summer.

Leverage the State meet in mid-July to really recruit volunteers.

- Zone Meet Planning Committee (including Athlete Reps) wear Zone meet volunteer shirts to state & encourage all to volunteer

Volunteer Table Information & Lists

Volunteer Check-in Table Information

To Do's include:

- Check-in volunteers, mark off name on *Online Sign-up Printout*, give wristband & other credential if applicable (timers/meet marshals), training time & location (located on *Volunteer & Training Logistics MASTER LIST*).

Also review the following as applicable:

- No access to Athlete Village (except Meet Marshals)
- Daily Itinerary
- Maps of venue
- Locations of heat sheet & results postings
- and any other needed information
- Answer questions from volunteers, spectators and others about meet
- Sell heat sheets & meet pins
- Secure cash box
- Distribute T-shirts, pins, etc. to volunteers as they are earned.

Needed Supplies: Listed on *Equipment & Supplies Checklist*

Information:

- Copies can be made twice a day. Put master copy with attached instructions into Copy Collection Bin in Admin (Swim Team) Office. Collection times: After prelims Wed - Sat & between 6:00 – 7:00 pm Wed-Fri

Wristband plan

See *Wristband Plan* in OVERVIEW section

Online Sign-up Printout

Printout of online sign-up. Gives name, contact information and position of volunteer. Volunteer check-ins in on this list and adds name of their LSC, and if from Utah: team and “S” (Swimmer), “C” (Coach), “P” (Parent) “O” (Other). Give lists from all sessions to meet director after Saturday Finals. Results will be compiled in meet summary report.

Volunteer & Training Logistics MASTER LIST

Location: *APPENDIX O: Volunteer Related*. Notes when and where each volunteer reports, training location and time, who the trainer is, and whether or not a training list is provided in the Meet Plan. Also notes needed supplies, misc. items to add to training agenda, and whether coordination is needed with others.

Clerk of Course Table Information & Lists

Clerk of Course Table Information

To Do's include:

- Check-in coaches, officials (Tuesday only), pre-designated meet workers following instructions on applicable check-in list
- Distribute credentials
- Swimmer check-in
- Answer general questions about meet
- Distribute Coach Packets
- Receive Relay Declarations (MA)
- Receive Scratches (MA)
- Collection place for items that need to be copied

Needed Supplies: Listed on *Equipment & Supplies Checklist*

Information:

- Copies can be made twice a day. Put master copy with attached instructions into Copy Collection Bin in Admin (Swim Team) Office. Collection times: After prelims Wed - Sat & between 6:00 – 7:00 pm Wed-Fri
- Daily Itinerary
- Maps of venue
- Locations of heat sheet & results postings

Wristband plan

See *Wristband plan* in OVERVIEW section.

Clerk of Course Area: Adult Check-in Items

WZAG2016 Team Information and Record of Items Received

Spreadsheet location: *APPENDIX J: Meet Host Admin*

- Coaches
- Team Managers
- Chaperones
- Team Captains

- Adam Szmidt Sportsmanship Award Selection Committee Reps (1 coach & 1 athlete)

LIST OF NAMES: Officials

Obtain from Team Lead Chief Judge. /TLCJ/

LIST OF NAMES: Pre-Designated Meet Workers

Spreadsheet that listed names of pre-designated meet workers (those who would be working the meet, but would not be included on another list like the online sign-up list or the officials list.) Included a column for each session of the meet so it could be noted which session(s) the person would be at the meet. Information from the list was used to give Hospitality a count of those needing to be fed (The Hospitality person also received additional information such as the number of coaches, the number of online-sign-up positions, and any others that might need to be fed during any given session.) This list was also given to the Clerk of Course and the Volunteer Table so listed people could receive deck credentials including deck passes and/or wristbands. The type of credential(s) to be provided was listed in the last column. (Spreadsheet not posted online due to its simplicity and to respect the privacy of those listed.)

Team Check-in Checklist

Spreadsheet location: *APPENDIX O: Volunteer Related*. Use *Clerk of Course Adult Check-in Instructions* (following) when completing check-list with team manager during team check-in.

Adam Szmidt Sportsmanship Selection Committee Info flier

Given the team manager at team check-in with instructions to pass flier along to committee members from team chosen to be on the: Adam Szmidt Sportsmanship Selection Committee. The flier included:

- Welcome to the selection committee
- Explanation about the Adam Szmidt Sportsmanship award
- Criteria to judge
- Explanation about the voting and awarding process
- The date, time and place of the committee meeting.

Athlete SWAG Bags

- Bag
- USA-Swimming Deck Pass pins & temporary tatoos
- Reuseable water bottle from Nanohydr8
- SwimLabs water bottle
- Deck pass
- Lanyard
- Meet Pin

Teams Box

Box with hanging folders, one for each team and group or person who received heat sheets. The *Heat Sheet Counter & Distribution Record* (Spreadsheet location: *APPENDIX J: Meet Host Admin*) is kept in the front of this box. The *Heat Sheet Counter & Distribution Record* is needed by person making heat sheet copies & person who distributes these copies into the box.

Clerk of Course Adult Check-in Instructions

Follows.

Clerk of Course Adult Check-in Instructions

To be used at Clerk of Course Desk to “check-in” adults so they may receive deck pass(es) & wristband(s). Wristband may be replaced at Clerk of Course Desk by showing appropriate ID if needed

Who	Gives/Shows	Receives
Coaches	<ul style="list-style-type: none"> • Verification of CURRENT COACH (not just non-athlete) USA-S registration • If person is not already known, shows Driver’s License verifying this is the same person as listed on USA-S membership • Write down name of coach and LSC team they are with 	<ul style="list-style-type: none"> • Deck Pass & MEET PIN • Full meet color wristband • Coach Packet (1 per team) • Let them know the heat sheets will be available in the Teams Box here at the Clerk of Course prior to each session • INFO: Must have Deck Pass to access Athlete Village & use Credentialed Gate
Officials (Tues only—after Tues will be checked in & receive Deck Pass at Officials Briefing)	<ul style="list-style-type: none"> • Verify the officials name is on the <i>List of Names (Officials)</i>. If not, the official will need to check in with one of the Chief Judges. If one is available, this could be done now, or they could wait to check in at the Officials Briefing tomorrow morning at 7 am. (Hospitality room) • Verification of CURRENT USA-S registration • If the person is not already known, shows Driver’s License verifying this is the same person as listed on USA-S membership • Check name off list when Deck Pass is given. 	<ul style="list-style-type: none"> • Deck Pass & MEET PIN • Full meet color wristband • INFO: Must have Deck Pass to use Credentialed Gate
Pre-Designated Meet Workers (see list for names)	<ul style="list-style-type: none"> • If the person is not already known, shows Driver’s License verifying this is the same person as on <i>List of Names (Pre-Designated Meet Workers)</i> • Check name off list when Deck Pass is given. 	<ul style="list-style-type: none"> • Deck Pass & MEET PIN • Full meet color wristband • INFO: Must have Deck Pass to use Credentialed Gate
Team Managers	<ul style="list-style-type: none"> • Check fees list and ensure there are no outstanding fees. If there are, send over to, or call over meet director. Don’t proceed until given the okay by the meet director. • Verification of CURRENT USA-S registration • If the person is not already known, shows Driver’s License verifying this is the same person as listed on USA-S membership • Verify # of athletes attending from the team <ul style="list-style-type: none"> ○ If number is higher than number listed, contact Meet Director ○ If number is lower, instruct them to please ensure the missing athlete(s) is/are properly scratched from the meet and remove applicable # of SWAG bags • Verify that all team chaperons are USA-Swimming registered (if not, contact Meet Director.) Let them know you will be giving them the chaperone credentials & wristbands 	<ul style="list-style-type: none"> • INFO: EACH (you, athletes & chaperones) Must have Deck Pass to use Credentialed Gate • Team Manager Deck Pass & MEET PIN • Team Manager Full meet color wristband • Deck Passes & wristbands for chaperons • Two (2) <i>Adam Szmidt Sportsmanship Award selection committee instruction fliers</i> • SWAG bags for athletes <ul style="list-style-type: none"> ○ If team did not bring all athletes entered, remove missing athlete bags

Clerk of Course Adult Check-in Instructions

To be used at Clerk of Course Desk to “check-in” adults so they may receive deck pass(es) & wristband(s). Wristband may be replaced at Clerk of Course Desk by showing appropriate ID if needed

Who	Gives/Shows	Receives
	<p>now, but if they want to replace their wristband later they are welcome to do so anytime during the meet at this desk upon showing proper ID.</p> <ul style="list-style-type: none"> • Verify names, add or change names on appropriate lists <ul style="list-style-type: none"> ○ Team chaperons ○ Team captains ○ Adam Szmidt Sportsmanship Award selection committee (1 coach & 1 athlete) • Do they want awards delivered to team tent area each day (Th-Sa mornings around 11 am) or to collect them all at the end of the meet? • Verify the number of heat sheets that will be provided. Each team may have up to 6 free of charge. Additional copies will be \$5 each and must be paid now, unless already paid at time of entry. (Will be marked on list if this is the case.) 	<ul style="list-style-type: none"> ○ IMPORTANT: Instruct them that the SWAG bag includes the athlete’s Deck Pass and a small meet pin among other things • Heat sheet instructions: The heat sheets will be available in the Teams Box here at the Clerk of Course prior to each session
Team Chaperons	<ul style="list-style-type: none"> • Ask for name of team and verify their name with the name we have on the team list • Verification of CURRENT USA-S registration • If the person is not already known, shows Driver’s License verifying this is the same person as listed on USA-S membership 	<ul style="list-style-type: none"> • Deck Pass • Full meet color wristband

Parade Music Request List

POST MEET UPDATE: This list was not used at the meet. It was originally planned to invite athletes to choose parade music. After conferring with our experienced announcer, this plan was changed. We learned that it is technically illegal to play music in a public venue without paying the AASCAP licensing fees. Fortunately, our announcer paid his annual AASCAP fees so he could play music at the meet. We opted to have the announcer managed the parade music instead of having athletes request music. He had a huge selection of music available and proven playlists to draw from. All his music was appropriate in language and content. If the top seed really wanted to request a song, s/he could go talk with the announcer and work it out. He had tons of songs to choose from and could download others if needed. The announcer knew the value of utilizing a variety of music to pump up the athletes and crowd and make the meet fun. Thank goodness for a great, experienced announcer as we this was the first time planners had tried to work through the details of planning a championship heat parade to music.

WZAG2016 Prelim Results Announcement Record

Spreadsheet location: *APPENDIX J: Meet Host Admin*. This file is for the announcer, clerk of course & computer operator. Here they mark when results have been produced, the time results were announced, and the time scratches closed by event. Announcer texts Clerk of Course when events close so Clerk knows when scratches closed.

Meet Worker Job Descriptions

Follows.

Meet Worker Job Descriptions			
Abbreviation Key			
(AC)=Athlete Celebration, (AV)=Audio/Visual, (AD)=Award Distribution, (HP)=Hospitality, (MA)=Meet Administration, (MD)=Meet Director, (OP)= Opening Ceremonies, (RC)=Rio Connection, (VO)=Volunteers			
Area	Position	Description	Who Trains?
(AC)	Athlete Celebration Event Marshals	Attends and monitors safety of athletes during Athlete Celebration.	(AC) Supervisor
(AD)	Award Labelers & Sorters	Label ribbons/medals and or other event awards and sort them by team Thur, Fri and/or Saturday mornings (about 2 hours) and/or Saturday night (about 3 hours—more help needed as awards are labeled as results become available.) Labeling and sorting is done during the meet.	(AD) Supervisor
(AV)	Audio/Visual Set-up/ Clean-up	Assists meet audio/visual specialist with set-up and clean-up of electronic equipment. Includes loading and unloading equipment on and off the truck.	(AV) Specialist
(HP)	Hospitality Worker	Works under direction of Hospitality Supervisor to prepare and deliver food to coaches, officials and meet workers during meet	(HP) Supervisor
(MA)	Time Verification Clerk/ Computer Operator	Ensures recorded times have been verified and, if necessary, adjusted according to USA Swimming rules. Facilitates the printing of all meet reports, results and award labels. Runs meet computer during meet. Needs to ensure that all applicable USA Swimming rules and regulations are adhered to.	Admin Ref
(MA)	Head Timer (or Chief Timer)	Ensures minimum number of timers are on hand 10 minutes before start of meet and throughout meet. Notifies Volunteer Coordinator asap if timers are missing. Starts 2 backup watches at the beginning of each race and trades with timers as needed. Helps keep unnecessary individuals away starting area.	(VO) Coordinator
(MA)	Announcer	Make announcements during meet including upcoming events, competitors names, meet worker needs (timers) etc.	(MD) & Meet Referee
(MA)	Clerk of Course Desk Attendant	Man the Clerk of Course desk under the direction of the Admin Ref and Meet Director. Receptionist type duties.	(VO) Coordinator & Admin Ref
(MA)	Office Assistant	Assists Administrative Officials and/or workers at computer table. May assist with time verification, making copies, filing and/or managing meet paperwork, data entry, problem solving, etc.	Admin Ref and/or (MA) Supervisor
(MA)	Runners	<ul style="list-style-type: none"> Timing Sheet: Be available 25 minutes prior to meet start to help pass out timer sheets. Collect timing sheets after each event throughout meet. May also post results. Computer: Be available at the beginning of warm-ups to post Heat Sheets and assist admin officials as needed. Post results throughout meet. Deliver paperwork, etc. as requested. 	Admin Ref and/or (MA) Supervisor
(MA)	Entry Manager	Receives entries from teams, processes entries under the direction of the Administrative Referee. Helps prepare pre-meet reports.	Admin Ref & (MD)

Meet Worker Job Descriptions

Abbreviation Key

(AC)=Athlete Celebration, (AV)=Audio/Visual, (AD)=Award Distribution, (HP)=Hospitality, (MA)=Meet Administration, (MD)=Meet Director, (OP)= Opening Ceremonies, (RC)=Rio Connection, (VO)=Volunteers

Area	Position	Description	Who Trains?
(OP)	Opening Ceremonies Ushers/Clean-up	Attends Opening Ceremonies. Assists with crowd control and helping teams get seated. Picks up venue after event.	(OP) Manager
(RC)	The Hub	Adult Supervision: Supervises 'The Hub' gathering area for athletes. Ensures safety of athletes and equipment. Set-up/Clean-up: Assist with set-up and/or clean-up of "The Hub" area and equipment.	(RC) Supervisor (or designee)
(VO)	Set-up	Help to bring equipment to pool (if needed.) Set-up venue prior to meet.	(VO) Coordinator
(VO)	Clean-up	Help clean up venue after meet and return equipment (as needed.)	(VO) Coordinator
(VO)	Meet Marshal	Ensures safety rules are complied with over the course of the meet by swimmers and spectators. Relay Marshals assist with relays.	(VO) Coordinator
(VO)	Gate Guards	Ensures no one passes through certain points of entry without credentials.	(VO) Coordinator
(VO)	Timer	Three timers are assigned to each lane to clock the swimmers with hand-held stop watches and press the timing system button at race end. One of the best seats at a meet.	Starter(s)
(VO)	Parade Leader & Ready Area Manager	Manages Ready Area during Finals where Championship Finalists gather before being paraded to the blocks. Ensure safety of the athletes. Line up and parade championship heat to blocks.	(MD)
(VO)	Finals 50's Line Up Helpers	Assist swimmers as needed at the start end during the Finals 50 meter events. (No timers at that end during Finals.)	(VO)

Estimated # of Meet Workers by Session

Follows.

Estimated # of Meet Workers by Session

(AC)=Athlete Celebration, (AD)=Award Distribution, /AR/= Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, /DR/=Team Lead Deck Ref/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)= Meet Director, /MR/=Meet Ref, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (VO)=Volunteers

Deck Pass?	Area	Position (8 lane pool, Double ended starts during prelims Shaded = Online Sign-up Position)	Mon/Tues	Each Prelims	Each Finals	ADDITIONAL needed for: Sat. Night
Y	(OF)	Meet Referee /MR/	1	1	1	N/A
Y	(OF)	Administrative Referee /AR/	1	1	1	N/A
Y	(OF)	Administrative Officials /AR/	2?	4?	4?	N/A
Y	(OF)	Team Lead Deck Ref/Starters /DR/	1	1	1	N/A
Y	(OF)	Deck Referee /DR/	N/A	6?	6?	N/A
Y	(OF)	Starter /DR/	N/A	6?	6?	N/A
Y	(OF)	Team Lead Chief Judge /CJ/	1	1	1	N/A
Y	(OF)	Chief Judge /CJ/	1	5?	5?	N/A
Y	(OF)	Stroke & Turn Officials /CJ/	N/A	35?	35?	N/A
Y		Meet Director	1	1	1	N/A
	(MA)	Runner	N/A	2	1	N/A
Y	(MA)	Office Assistant	2	5	3	N/A
Y	(MA)	Clerk of Course Desk Attendant (+Credentials/Check-in)	2	1 (Wed=2)	1	N/A
Y	(MA)	Computer Operator/Time Verification Clerk	1	2?	1?	N/A
Y	(MA)	Timing System Operator	N/A	2	2	N/A
Y	(MA)	Announcer	N/A	1	1	N/A
Y	(VO)	Meet Volunteer Coordinator	1	1	1	N/A
	(VO)	Timers	N/A	54	27	N/A
	(VO)	Head Timer	N/A	2	1	N/A
	(VO)	Set-up/Clean-up	4	N/A	N/A	4
	(VO)	Program Sales	N/A	1	1	N/A
	(VO)	Volunteer Check-in Table Attendant	N/A	2	1	N/A
	(VO)	Floater	N/A	2	2	N/A
Y	(VO)	Team Lead Meet Marshal	N/A	1	1	N/A
	(VO)	Meet Marshals	N/A	6	6	N/A
	(VO)	Gate Guards	0	4	4	N/A
	(VO)	Championship Heat Parade Leader & Ready Area	N/A	Wed (2 hts)	1	N/A

Estimated # of Meet Workers by Session

(AC)=Athlete Celebration, (AD)=Award Distribution, /AR/= Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, /DR/=Team Lead Deck Ref/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)= Meet Director, /MR/=Meet Ref, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (VO)=Volunteers

Deck Pass?	Area	Position (8 lane pool, Double ended starts during prelims Shaded = Online Sign-up Position)	Mon/Tues	Each Prelims	Each Finals	ADDITIONAL needed for: Sat. Night
		Manager		& Sat (2 hrs)		
	(VO)	Finals 50's Line Up Helpers (no timers on start end)	N/A	N/A	2	N/A
Y	(RC)	"The Hub" Adults Supervision	N/A	2	2	N/A
	(RC)	"The Hub" Set-up/Clean-up	4	N/A	N/A	4
Y	(HP)	Hospitality Supervisor	1	1	1	N/A
	(HP)	Hospitality Worker	4	4	3	2? (clean-up)
	(AD)	Award Labeling & Sorting		2	0	4
	(AV)	Set-up/Clean-up	8	N/A	N/A	4
	(OP)	Ushers/Clean-up	4	N/A	N/A	N/A
	(AC)	Athlete Celebration Marshals (at Boondocks)	N/A	N/A	N/A	4
Y	(AR)	Athlete Reps	5	5	5	N/A
Y	(AR)	Athlete Reps Mentor & Assistant	2	2	2	N/A
100		Officials (personnel may vary by session)	7	60?	60?	0
50		Non-Officials	41	99	74	20
		TOTAL ESTIMATE # OF VOLUNTEERS NEEDED	48	159	134	20

Athlete Village Gate Guard Plan

Athlete Village Gate Guard Plan			
August 10 -13, 2016 (Wed – Sat)	Meet Host Volunteer	KOPFC Employee	KOPFC Total Hours
East Gate	7 am – 1 pm	1 pm – 4 pm	3 hours
Hours Manned: 7 am – 8* or 8:30 pm	4 pm – 7 pm	7 pm – 8* or 8:30 pm	1 – 1 ½ hour(s)
Credentialed Gate (West Side)	6:30 am – 1 pm	1 pm – 4 pm	3 hours
Hours Open: 6:30 am – 9* or 9:30 pm	4 pm – 7 pm	7 pm – 9 or 9:30 pm	2 – 2 ½ hours
TOTAL KOPFC EMPLOYEE HOURS			9 -10 hours/day
* Assumes competition concludes by about 7:30 pm—need East Gate covered until athletes are gone from village, and Credentialed Gate until meet workers parked in Oval lot have gone.			

Training Lists

Location of available training lists: *APPENDIX O: Volunteer Related/Training Lists*

Volunteer Training List or Instructions Notes

Head Timer & Timers

Training List is located in *APPENDIX O: Volunteer Related/Training Lists*

50's BLUE SHEETS during prelims: During prelims, the east end lane timer sheets FOR 50's ONLY should be printed on blue paper. Blue sheets mean YOU DON'T TIME, but still stay in place and help swimmers get to the right lane at the right time. (May take break as long as lane is covered with someone to help kids during 50's and all in place before the last event of 50's starts. (They go fast.)

Timer Clipboard Instructions

Location: *APPENDIX O: Volunteer Related/Training Lists*

Meet Marshals & Gate Guards

APPENDIX O: Volunteer Related/Training Lists

Receive identifying attire from Volunteer Table prior to shift.

Announcer

Announcements are included in *Daily Task List_At Meet* in OVERVIEW section

Timing System (TS) Operator

NOTE: In order to keep the double sided scoreboard accurate the east end Timing System Operator needs to manually advance heats on the console during the 50's. Even though the console is not in operation on these events, this is done to keep the scoreboard accurate and help swimmers get to the blocks at the right time.

Volunteer Check-in Table Attendant

APPENDIX O: Volunteer Related/Training Lists

Awards Director

Include special instructions for Saturday night. (See *Daily Tasks at Meet: Finals/Saturday*)

Sample instructions for Award Director: Obtain award labels from Teams Box in Admin Office prior to labeling each day, and throughout the Saturday Finals session. Review label sheets once received and mark off on *Award Labels Event Tracker*. Ensure each event only has 1 set of labels AND that all events from previous session(s) have labels. (If not, problem solve with Admin Office.) Ensure labels for 1-16 place are received for each individual event (Exception: If event had 15 or fewer participants) and labels for 1-8 place are received for each relay event. There should be 4 labels for each place in relay events. (1 for each participating athlete.) Mark off events on the *Award Labels Event Tracker* when the labels have been put onto awards and awards for that event have been sorted by team.

WZAG2016 Award Labels Event Tracker

Location of spreadsheet: *APPENDIX J: Meet Host Admin*. Used by meet admin who prints award labels and Awards Director to track what labels have been printed, given, received and placed on awards.

Verification Letters of Service Rendered

Verification of Volunteer Hours Rendered (Youth Meet Workers)

In *APPENDIX O: Volunteer Related*.

Letter given to requesting volunteers after each session worked to verify community service hours rendered. It's intended for youth meet workers.

Verification of Volunteer Service Rendered (Adult Meet Workers)

In *APPENDIX O: Volunteer Related*.

Letter given to requesting volunteers after each session worked to verify community service hours rendered. It's intended for adults—similar to letter provided by Meet Referee to Officials.

LISTS & MISC.

General Meeting List

Location: *APPENDIX F: Info Distributed To Teams*. List of items covered in General Meeting, with detailed information (like addresses) listed. Given to everyone at General Meeting and to teams that meeting. (There were nationwide travel complications just before the meet.)

Information Distribution List

Location: *APPENDIX F: Info Distributed To Teams*. POST MEET UPDATE: This was a very useful list that evolved over the course of meet planning. The final version is included. As planning progressed, ideas would come of things that would need to be share with others. This list allowed the idea to be recorded according to the group (or groups) it needed to go out to and when/where it would be shared. Then, when preparing the item listed (for example: June Team Information Sheet (TIS)) the items could be sorted according to that column and everything that needed to be included would be grouped together.

Collection place for information that needs to be shared. Columns are marked for when and where it should be shared. (Makes it much easier to know what to include when information docs are generated.)

List of Announcements

See *Daily Tasks at Meet* in OVERVIEW section

Set-up/Clean-up & Computer/Timing Equipment Checklist

Follows

Set-up/Clean-up & Computer/Timing Equipment Checklist

Abbreviation Key: (AC)=Athlete Celebration, (AD)=Award Distribution, (AR)=Athlete Reps, /AR/=Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, CTOS: Computer/Timing System Operators Station, /DR/=Team Lead Deck Refs/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)=Meet Director, /MR/=Meet Ref, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (T)=Teams, (VO)=Volunteers

Heading Key: B/T=Who brings to pool & removes afterwards? S/C=Who sets-up/clean-ups? MN=Who monitors between day sessions? USES=Predominant User

B/T	S/C	MN	DESCRIPTION	USES
COMPETITION POOL				
n/a	(VN)	n/a	Info: Lane 1 is on south side	
(VN)	(VN)	(VN)	Bleacher seating for 1000 (min. 800) (Be aware of OPENING CEREMONIES & VIDEO CHEER—media <i>may</i> be there. USI Publicity is working with KSL & Deseret News)	
(VN)	(VN)	(VN)	Set-up according to USA-Swimming Rules & Regulations: Blocks, lane lines (with 15 m markings), backstroke flags, water temp & level, etc.	
(VN)	(VN)	(VN)	Touch pads for each lane (both ends), and some in reserve	
(VN)	(VN)	(VN)	Deck Cable extended along blocks, connected to starter & timing console on each end	
(VN)	(VN)	(VN)	3 Back-up buttons per lane (both ends)	
(VN)	(VN)	(VN)	Sufficient speakers to ensure the start signal can be heard clearly in every lane	
(VN)	(VN)	(VN)	False start rope	
(VN)	(VN)	(VN)	American Flag on display (East End Wall)	
(MD)	(VN)	(VN)	Welcome Banner (East End Wall below Flag)	
(VN)	(VN)	(VN)	Pace Clock(s)	
(AV)	(AV)	(VN)	PA System (Heard in both Competition Area & Athlete Village)	(AN)
(VN)	(VN)	(VN)	Chairs or benches for timers: Including Head Timers	(VO)
(VN)	(VN)	(VN)	Complete tool box (including tools, tape, wire, etc.)	(ET) (EC)
(VN)	(VN)	(VN)	Lap Counters (1 for each lane at the east end of the pool prior to the 800 m (end of Wednesday prelims) 1500 m (end of Saturday prelims) EAST END	(T)
(MD)	(MD)	(MA)	Warning bells (1 for each lane at the east end of the pool prior to the 800 m (end of Wednesday prelims) 1500 m (end of Saturday prelims) WEST END	(VO)
(VN)	(AR)	(VN)	DAILY HEAT SHEETS & RESULTS POSTING AREAS <ol style="list-style-type: none"> 1. Athlete Village: White board secured to large cement pillar by The Hub 2. White board behind blocks @ both West & East ends (Athletes) 3. White board in NW corner of pool (spectator side of fence—where it was located @ State) 4. The area in between the north side of the competition pool cover and the south side of the main building. Taped to the main building or windows. (Spectators) CUMULATIVE RESULTS POSTING AREA <ul style="list-style-type: none"> • NW corner of outside building north of outdoor storage room on wall 	(MA)
Competition Pool: South Side				
(VN)	(VN)	(VN)	Video Capable Scoreboard	(MA) (AV)
(VN)	(VN)	(VN)	1 white board against wall behind coaches (For athletes to put Post-It thank you notes)	(T)
(MD)	(AR)	(AR)	Sign on white board: Thank yous	(T)
(VN)	(VN)	(VN)	Coach tables with chairs line south side of pool in between flags (Packaging Tape)	(T)
(BN)	(AR)	(VN)	Banners on front of coach tables	(FR)
Competition Pool: East (Flag) End				
(VN)	(VN)	(VN)	Mic under flag (at end of Finals warm-ups) for signing of National Anthem. (Mic stand?)	(NA)

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B/T	S/C	MN	DESCRIPTION	USES
(VN)	(VN)	(VN)	Mic under flag (at end of Saturday session) for awarding of trophies	(AN)
(AV)	(AV)	(AV)	Scoreboard image (2 plasmas)	All
(MD)	(AR)	(MD)	All 50's Start Here (sign)	(T)
(MD)	(AR)	(MD)	PRELIMS ONLY: Even Heats start here sign	(T)
(VN)	(VN)	(VN)	White Board(s) to post Heat Sheets	(T)
(MD)	(AR)	(HP)	Large water dispenser	All
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on white boards	(T)
Competition Pool: North Side				
(VN)	(VN)	(VO)	Wall to wall white fencing—with one opening on west end. Fencing separates Officials walkway from spectator area and athlete/meet worker area from spectator area. Will be monitored during meet by gate guard.	(OF) (VO)
(VN)	(AR)	(MA)	White Board in NW corner for Heat Sheets & Results	
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on white boards	(T)
(MD)	(AR)	(VO)	Signs on front part of West stands & possibly on rope/fence dividing spectator from closed deck area, "Short-term standing only. NO CAMPING"	Spectators
(MD)	(AR)	(VN)	Duck Tape areas on deck east of large bleachers where spectators may not sit (walkways) while deck is dry. (Much easier for meet marshals to enforce)	Spectators
Competition Pool: West (Doors) End				
(VN)	(VN)	(VN)	White Board(s) to post Heat Sheets	(T)
(MD)	(AR)	(MD)	800's & 1500's Start Here sign	(T)
(MD)	(AR)	(MD)	PRELIMS ONLY: Odd Heats start here sign	(T)
(MD)	(AR)	(HP)	Large Water Dispenser	All
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on white boards	(T)
ADMIN AREA: SW Corner of Competition Pool (West Side): Clerk of Course				
(VN)	(VN)	(VN)	TUESDAY: 3 Tables 4-6 chairs. WED-SAT: 1-2 Tables + 2-4 chairs	(MA)
(MD)	(AR)	(MA)	SIGN: Clerk of Course posted above table	(VO)
ADMIN AREA: SW Corner of Competition Pool (South Side) WEST Start Area + CTOS + Announcer Area				
(VN)	(VN)	(VN)	CTO: At least 4 Tables on risers. At least 6 chairs for workers.	(MA)
(VN)	(VN)	(MA)	Skinny tables against back wall	(MA)
(MD)	(AR)	(VN)	Utah Sports Commission & table skirt banner on timing system table(s)	(MA)
(MD)	(MD)	(VN)	Splashguard	(MA)
(VN)	(VN)	(VN)	Timing Console (Cord to connect console to computer)	(MA)
(VN)	(VN)	(VN)	Hard wire network for computer(s) (cords & router)	(VN)
(MA)	(MA)	(MA)	At least 2 Networked Computer(s) w/Meet Manager (network version) + cord to connect to printer + printer driver, timing system & scoreboard interfaces (as needed)	(MA)
(MD)	(MA)	(MA)	1-2 Printer (for computer(s))	(MA)
(MD)	(MA)	(MA)	Power Strip	(MA)
(MD)	(MD)	(OF)	Warning bells (1 for each lane at the east end of the pool prior to the 800 m (end of Wednesday prelims) 1500 m (end of Saturday prelims))	(VO)
(MD)	(MA)	(MA)	Extension Cord (if needed)	(MA)
(VN)	(VN)	(VN)	Starter (Charge in between sessions)	(OF)
(VN)	(VN)	(VN)	Chairs for officials (8-10) in front of risers	(OF)

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B/T	S/C	MN	DESCRIPTION	USES
(VN)	(VN)	(VN)	Rotating scoreboard Images during warm-ups (slower rotation than at state)	(VN)
(MD)	(MA)	(MA)	Timer Pencils w/ erasers	(VO)
(AV)	(AV)	(AV)	Highlight Video during prelim warm-ups, Opening Ceremonies videos & Award Ceremony videos	all
(MD)	(MA)	(MA)	Stopwatches (30) & pencils (for timers)	(VO)
West CTOS: ANNOUNCER AREA: Sitting near West Timing System Operator				
(VN)	(VN)	(VN)	Microphone(s)? Table stand for mic(s)	(AN)
ADMIN AREA: SE Corner of Competition Pool (South Side) EAST Start Area + CTOS + Resolutions				
(VN)	(VN)	(VN)	CTOS: 2-4 Tables on Risers 4-6 chairs for workers	(MA)
(VN)	(VN)	(MA)	Skinny tables against back wall	(MA)
(MD)	(MD)	(VN)	Utah Sports Commission banner on timing system table	(MA)
(VN)	(VN)	(VN)	Hard wire network for computer(s)	(VN)
(MA)	(MA) (EC)	(MA)	1-2 Networked Computer w/Meet Manager (network version) + cord to connect to printer + printer driver, timing system & scoreboard interfaces (as needed)	(MA)
(MD)	(MA)	(MA)	Printer (for computer) COPY CAPABLE PRINTER	(MA)
(MD)	(MA)	(MA)	Power Strip	(MA)
(MD)	(MA)	(MA)	Extension Cord (if needed)	(MA)
(VN)	(VN)	(VN)	Timing Console (Cord to connect console to computer)	(MA)
(VN)	(VN)	(VN)	Starter (Charge in between sessions)	(OF)
(VN)	(VN)	(VN)	Chairs for officials (8-10 in front of risers?)	(OF)
(MD)	(AR)	(VN)	Utah Sports Commission Banner or table skirt on front of timing table	(MA)
(MD)	(MA)	(MA)	Stopwatches (30) & pencils (for timers)	(VO)
(MD)	(MA)	(MA)	Timer Clipboards (16 total, 1 per lane w/ <i>TIMER CLIPBOARD INSTRUCTIONS</i> Attached)	(VO)
(MD)	(MA)	(MA)	Timer Pencils w/ erasers	(VO)
(MD)	(MD)	(MA)	Pencil Sharpener	(MA)
(MD)	(AR)	(MA)	RESOLUTIONS Sign above appropriate table	(VO)
MEET HOST ADMIN AREA: Swim Team Office				
(VN)	(VN)	(MD)	1 Printer	(MD)
(VN)	(VN)	(MD)	1 Computer with internet access + cord and/or software to connect to printer + printer driver	(MD)
(VN)	(MD)	(VO) (MD)	Meet Worker (non-officials) FRS radios, earpieces & chargers (Meet Marshals, Meet Director, Communications Director, Volunteers Director & Volunteer Table)	(VO) (MD)
(MD)	(MD)	(MD)	Batteries for FRS radios	(MD)
(MD)	(VE)	(MA)	USI Hot Spot (BRING FOR BACK-UP)	(MA)
(VN)	(VO)	(VO)	Meet Marshal FRS Radios & Headsets	(VO)
(MD)	(MD)	(MA)	Copies Collection & Distribution Bins (Marked with collection times)	(MA) (VO)
FINALS PARADE READY AREA —Finals only (OUTSIDE NW corner of Competition Pool. In afternoon/evening shade between Competition Pool cover & main building)				
(VN)	(VN)	(VN)	One set of 4 row bleachers set against building (important to be in evening shade	(AR)
(VN)	(VN)	(VN)	Fencing with “Area Closed” sign fencing to block access to Athlete Village from spectator area outside NW corner of Competition Pool cover.	(VO)

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B/T	S/C	MN	DESCRIPTION	USES
ATHLETE VILLAGE AREA				
(VN)	(VN)	(VN)	Team Tents (see <i>Athlete Village Area</i>) Map, 1 table & 2 chairs for each team + anything ordered via Steve	(T)
(VN)	(VN)	(VO)	Tent or umbrella for 2 Gate Guards. (Credentialed entrance & gate off SE corner of competition pool cover)	(VO)
(MD)	(AR)	(AR)	Team name signs posted on appropriate tents	(T)
(VN)	(VN)	(VN)	Electricity as requested & committed to	(T)
(VN)	(AR)	(AR)	Extra garbage sacks for mealtimes (give Athlete Rep Mentor & AR's access?)	(T)
(VN)	(VN)	(VN)	Extra garbage collection around mealtimes. FYI: Meals delivered 11:30 am – 12:30 pm W, Th, Fr, Sa & 5 pm – 6 pm Tu, W, Th,Fr)	(T)
(VN)	(VN)	(MA)	DAILY HEAT SHEETS & RESULTS POSTING AREAS: White board secured to large cement pillar by The Hub	(MA)
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on white boards	(T)
(AR)	(AR)	(T)	Carpet on at least part of cement under team tents by dive tank (2 tents)	(T)
Athlete Village Area: THE HUB				
(VN)	(VN)	(VN)	(3) 20 x 20 tents with sidewalls on long side west to south—wrap around and block off all of south, east & partial north side due to sun (better TV viewing)	(RC)
(VN)	(VN)	(VN)	Bleachers on back end of The Hub (closest to credentialed entrance)	(RC)
(VN)	(AR)	(VN)	Step & repeat and welcome banner hung on back of bleachers	(RC)
(AR)	(RC)	(RC)	Carpet covering cement	(RC)
(AV)	(RC)	(RC)	High boy tables	(RC)
(AV)	(RC)	(RC)	9 black couches	(RC)
(AV)	(RC)	(RC)	3 Flatscreen TVs	(RC)
(RC)	(RC)	(RC)	USI Hot Spot/Ipad and/or DVD player to facilitate Olympic viewing	(RC)
(MD)	(AR)	(RC)	2 Large water dispensers	(RC)
(AR)	(AR)	(VN)	8 Foot Raptor AND WAY TO SECURE HIM TO BLEACHERS or GROUND	(AR)
(AR)	(AR)	(AR)	Photo Booth items	(AR)
(VN)	(VN)	(VN)	Storage area for Televisions & other “needed to secure” items (if any) from the Athlete Village	(VN)
(RC)	(RC)	(RC)	Portable Chargers	(RC)
(RC)	(RC)	(RC)	Decorations	(RC)
(VN)	(VN)	(AR)	Table & 2 chairs for True Sport scavenger hunt	(AR)
Athlete Village Area: Cumulative Results Wall				
(MD)	(AR)	(MA)	CUMULATIVE RESULTS Sign on cement wall opposite SE corner of competition pool cover	All
(MD)	(AR)	(MD)	Advertising & information signs posted by CUMMULATIVE RESULTS	Spectators
HOSPITALITY ROOM (Dance Room)				
(VN)	(VN)	(VN)	Tables & chairs to seat 70+	(OF)
(VN)	(VN)	(VN)	Cubby holes empty so officials & hospitality workers can store things	(OF) (HP)
(VN)	(VN)	(VN)	2 White Boards	(OF)
(MD)	(OF)	(OF)	White board markers & eraser	(OF)

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B/T	S/C	MN	DESCRIPTION	USES
(VN)	(VN)	(VN)	Clock	(OF)
(VN)	(VN)	(VN)	Table near electrical outlet (TLCJ Printer, Radio chargers, etc?)	/CJ/
(VN)	(VN)	/CJ/	Officials radios, earpiece & chargers 22 total (18 new Motorola & 4 Midland—use AA batteries)	/CJ/
(MD)	(OF)	(OF)	Batteries	/CJ/
(MD)	(OF)	(OF)	Power strip	/CJ/
(VN)	(OF)	(OF)	Extension cord (if needed)	/CJ/
(HP)	(HP)	(HP)	Food & drink stored a long side walls (Officials Briefings held in this room prior to warm-ups every session.)	(HP)
(HP)	(HP)	(HP)	Hospitality power strips & extension cords???	(HP)
(VN)	(HP) (AR)	(HP) (AR)	Receive instruction from facility contact as to where drinking hose is located and how to use. It may be easier to use this to refill large water dispensers than another way. KOPFC also has a large heavy-duty black wagon/cart that could be useful.	(HP) (AR)
HOSPITALITY LOBBY (Lobby Adjacent to Dance Room)				
(VN)	(VN)	(VN)	2-3 long serving tables (set up close to Dance Room so don't have to transport food far)	(HP)
VOLUNTEER CHECK-IN/MEET INFO DESK (Entry to Dance Room Lobby)				
(VN)	(VN)	(VO)	2 tables, 4 chairs (1 blocking entry to the lobby(with room to get by), the other against the bikes, for supplies)	(VO)
(BN)	(BN)	(VO)	Volunteer Check-in/Meet Info Desk signs on table (& above, if possible?)	(VO)
(MD)	(VO)	(VO)	FRS radio (for use in emergency)	(VO)
(MD)	(AR)	(VN)	Sign above table	(VO)
SPECTATOR AREA (Outside north side of Competition pool area)				
(VN)	(VN)	(VN)	No Smoking Signs	
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on south side of KOPFC main building or windows	(T)
(MD)	(AR)	(MA)	DAILY HEAT SHEETS & RESULTS sign on building or windows	(T)
(MD)	(AR)	(MD)	Advertising & information signs posted by DAILY HEAT SHEETS & RESULTS	Spectators
(VN)	(VN)	(VN)	Keep East Gate open so spectators can easily access grassy shade area	Spectators
VENDOR AREA (Outdoor area NE of Comp Pool)				
(VN)	(VN)	(VE)	Tents, Tables, Chairs & Electricity for vendors	(VE)
PARKING AREAS				
(VN)	(VN)	(VN)	No Swim Meet Parking signs along Cougar Lane (as needed)	All
(VN)	(VN)	(VN)	Keep East Gate area open after 5 pm Tuesday so buses can load and unload swimmers before and after Opening Ceremonies	(T)
(VN)	(VN)	(VN)	Swimming Event Parking Banner on Cougar Lane marking entrance to south lot	Spectators
(MD) (VN)	(AR)	(VN)	A-Frame with "Parking for Teams and Officials Only" on Cougar Lane marking entrance to Ed Mayne Street (Signs provided by meet director)	(T) (OF)
(VN)	(VN)	(VN)	8 reserved VIP parking slots near back remote controlled gate. (Use orange cones or another moveable item to reserve?)	(OF) (HP) (MD)

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B/T	S/C	MN	DESCRIPTION	USES
(MD)	(MD)	(VN)	VIP Parking passes to enter KOPFC lot	(OF) (HP) (MD)
VENUE PERSONNEL				
(VN)	(VN)	(VN)	Guards aware of symptoms of altitude sickness & prepared with supplies to treat	(VN)
(VN)	(VN)	(VN)	Lifeguards instructed to regularly patrol bathrooms	(VN)
(VN)	(VN)	(VN)	Ensure sufficient toilet paper in restrooms (There was a problem w/this @ state)	(VN)
(VN)	(VN)	(VN)	Lifeguards to monitor 2 outdoor Athlete Village gates Wed-Sat afternoons	(VN)
(VN)	(VN)	(VN)	Lifeguards instructed to monitor dive tank warm-up/cool-down pool: no dive starts, no horseplay or congregating in lanes (active warm-up/cool-down only)	(VN)

Equipment & Supplies Checklist

Follows

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B/T	S/C	MN	DESCRIPTION	USES
MEET HOST ADMIN AREA: Swim Team Office Supply Storage				
(MD)	(MA)	(MA)	Paper <ul style="list-style-type: none"> • White—1 Case • Yellow—4 Reams • Pink—1 Ream • Blue –1 Ream 	(MA)
(MD)	(MA)	(MA)	Back-up Cartridges <ul style="list-style-type: none"> • 1 per printer 	(MA)
(MD)	(MA)	(MA)	Award Labels (check award count on Meet Manager to ensure enough) <ul style="list-style-type: none"> • <i>Award Label Event Tracker</i> 	(MA)
(VN)	(VN)	(VN)	Large copy machine is in main building (See copies plan in Meet Plan)	(MA)
(MD)	(MA)	(MA)	Paper Cutter (2)	(MA)
(MD)	(MA)	(MA)	Duck Tape: NOT for posting (But who would want to be without it? ☺)	(MA)
(MD)	(MA)	(MA)	Misc. Office Supplies: Tape (blue masking & clear), sharpened pencils, pencil sharpener, highlighter and/or marker, pens, sharpies, paper clips, box clips, stapler & staples, scissors	(MA)
(MD) /CJ/ /AR/	(MA)	(MA)	Meet Forms, Records & Slips (Everything: Masters & Storage)	(MA)
(MD)	(MA)	(MA)	Sign: Back in _____ minutes (and who they can see for assistance if needed)	(MA)
(MD)	(MA)	(MA)	Extra pencils (TIMERS)	(VO)
(MD)	(MA)	(MA)	Pencil sharpener	(VO)
(VO)	(MA)	(MA)	Timer Clipboards, 16+ ½ size with <i>Timer Clipboard Instructions</i> attached. (Watches & pencils kept at West & East CTOS)	(VO)
			Hole punch (2, 3-hole punches), 1 hand held hole punch	
(MA)	(MA)	(MA)	USB Drive to back-up Meet Manager database	(MA)
			“Thank You’s”	
			Thank you cards	
			Meet Announcement	
			<i>Western Zone LSC Abbreviations List</i>	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
			<i>List of Names: ALL</i>	
ADMIN AREA: East CTOS + Resolutions (SE Corner of Pool-South Side Wall)				
			Paper: Get what is needed from Swim Team Office	
			Printer Cartridge: Get what is needed from Swim Team Office	
			Misc. Office Supplies Pack: Tape (blue masking & clear), sharpened pencils, pencil sharpener, highlighter and/or marker, pens, sharpies, paper clips, box clips, stapler & staples, scissors	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
			<i>List of Names: Coaches</i>	

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B/T	S/C	MN	DESCRIPTION	USES
			4 Boxes for results	
			Meet Admin Forms (Working Supply—just what is used in this area)	
			Sign: Back in _____ minutes (and who they can see for assistance if needed) (FYI: Breaks should be supplied by either Office Admin Officials or wCTOS Admin Officials)	
			Meet Announcement	
			<i>Western Zone LSC Abbreviations List</i>	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
ADMIN AREA: West CTOS (SW Corner of Pool—West Side Wall)				
			Paper: Get what is needed from Swim Team Office	
			Printer Cartridge: Get what is needed from Swim Team Office	
			Misc. Office Supplies Pack: Tape (blue masking & clear), sharpened pencils, pencil sharpener, highlighter and/or marker, pens, sharpies, paper clips, box clips, stapler & staples, scissors	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
			<i>List of Names: Coaches</i>	
			4 Boxes for results	
			Meet Admin Forms (Working Supply—just what is used in this area)	
			Sign: Back in _____ minutes (and who they can see for assistance if needed) (FYI: Breaks should be supplied by either Office Admin Officials or wCTOS Admin Officials)	
			Meet Announcement	
			<i>Western Zone LSC Abbreviations List</i>	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
ADMIN AREA: Clerk of Course Desk (SW Corner of Pool—West Side Wall)				
			Deck Credentials (Deck pass & lanyard)	
			Wristbands & wristband color code card	
			Meet Pins (Team Adults, Credentialed meet workers, Coaches, Officials (1 st day only)	
			<i>LIST OF NAMES: Pre-designated (Credentialed?) Meet Workers</i>	
/CJ/	(MD)	(VO)	<i>LIST OF NAMES: Officials to be used at check-in—GIVE PINS & DECK PASSES to /TLCJ/</i>	(VO)
(MD)	(MD)	(VO)	<i>LIST OF NAMES: Teams (includes Coaches, Team Managers, Chaperones, Team Captains, Adam Szmids Sportsmanship Selection Cmt.)</i>	(VO)
			<i>Team Check-in Checklist</i>	
			<i>Clerk of Course Adult Check-in Instructions</i>	
			Athlete SWAG Bags	
(MD)			Deck Pass plastic loops (available to all 1 st come first served)	
			Meet Announcement	
			Adam Szmids Sportsmanship Award Selection Committee Fliers (at least 34)	
			<i>Western Zone LSC Abbreviations List</i>	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	

Equipment & Supplies Checklist

Abbreviation Key: (AC)=Athlete Celebration, (AD)=Award Distribution, /AR/=Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, CTOS: Computer/Timing System Operators Station, /DR/=Team Lead Deck Refs/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)= Meet Director, /MR/=Meet Ref, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (T)+ Teams, (VO)=Volunteers

Heading Key: B/T=Who brings to pool & removes afterwards? S/C=Who sets-up/clean-ups? MN=Who monitors between day sessions? USES=Predominant User

B/T	S/C	MN	DESCRIPTION	USES
			Maps of Venue	
			<i>Prelim Results Announcement Record</i>	
			Check-in Lists (To be used when Team Managers and/or swimmers check in)	
			Misc Office Supplies: Tape (blue masking & clear), sharpened pencils, pencil sharpener, highlighter and/or marker, pens, sharpies, paper clips, stapler & staples, scissors	
(MD)	(MA)	(MA)	Teams Box	(MA)
			Scratch Forms	
			Scratch Box	
			Meet Admin Forms (Working Supply—just what is used in this area)	
			Daily Itinerary	
Announcer Area				
			<i>Prelim Results Announcement Record</i>	
			List of Announcements	
			<i>Daily Tasks at Meet: Announcements only</i>	
VOLUNTEER CHECK-IN/MEET INFO DESK (Entry to Dance Room Lobby)				
(VO)	(VO)	(VO)	Online Volunteer Sign-up Printouts (multiple copies?)	(VO)
			Sign: Back by _____ (and who they can see for assistance if needed)	
			Wristbands	
			Wristband Color Code Cards (supply kept here-give 1 to Clerk of Course & 1 for each meet marshal each session)	
			<i>Volunteer & Training Logistics MASTER LIST</i>	
			Check-list of what to review with each volunteer when they check-in (see <i>Volunteer Table Area Information & Lists</i> section)	
			<i>Volunteer Thank You Record</i> (multi-colored pages in binder)	
			Maps of venue	
			Locations of heat sheet & results posting (daily & cumulative)	
			<i>Western Zone LSC Abbreviation list</i>	
			Supply of <i>Verification of Volunteer Hours Rendered (Student & Scout Meet Workers)</i>	
			Supply of <i>Verification of Volunteer Service Rendered (Adult Meet Workers)</i>	
			<i>Meet Worker Job Descriptions</i>	
			<i>Estimated # of Meet Workers by Session</i>	
			Meet Announcement	
			<i>Western Zone LSC Abbreviations List</i>	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
			<i>Heat Sheet "Punch" cards</i>	
			<i>Heat Sheet, Souvenir Meet Program & Meet Pin Price List</i>	
			Cash Box	

Equipment & Supplies Checklist

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Heading Key: B/T=Who brings to pool & removes afterwards? S/C=Who sets-up/clean-ups? MN=Who monitors between day sessions? USES=Predominant User

B/T	S/C	MN	DESCRIPTION	USES
			Training Agendas (multiple copies) for each position (See Meet Worker Training & Resources section of Meet Plan)	
			Pencils, pens, highlighters, stapler, tape	
			Radio (for use in emergency)	
HOSPITALITY ROOM: Officials Briefings (Dance Room)				
			Post it notes	
			Sharpies	
			White board markers & eraser	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			<i>Daily Tasks at Meet: Prelims & Finals</i>	
AWARDS DISTRIBUTION (Outdoor Storage area by First Aid Room)				
			80 Large Paper Grocery Sacks	
			Sharpies	
			<i>Awards Label Event Tracker</i>	
ATHLETE VILLAGE AREA & "THE HUB"				
			Post-it notes & pens/pencils?	
			Sharpies & extra posterboard?	
			<i>Daily Meet Itinerary: Prelims & Finals</i>	
			Team Signs hung onto tents	
			Banner & Step & repeat onto back of bleachers	
			8 foot Rocky set-up & secured (able to handle bad weather & night when we're gone?)	
			1-2 Utah Swimming Drink Dispensers	
			Mic & Amp	
MEET MARSHAL GATES				
			SE Gate: Caution Tap (for use in deck evacuation)	
			MEET DIRECTOR SUPPLIES	
			Extra Extension Cords	
			Back-up recording of National Anthem & a way to play it	
			Caution (or Plastic Marking) Tape (to rope off deck as needed)	
			Personal laptop & printer?	
			Carry with you: <i>Verifications of Service Hours Rendered</i> letters, <i>Daily Tasks at Meet</i> (both), <i>Daily Meet Itineraries</i>	
			EQUIPMENT NOTES	
			USI has 2 laptops (give to Meet Host AO after LC State)	
			USI has 2 printers (1 is a copier)	
			Bring personal large water dispenser	

Equipment & Supplies Checklist

Abbreviation Key: (AC)=Athlete Celebration, (AD)=Award Distribution, /AR/=Admin Ref, (AR)=Athlete Reps, (AV)=Audio/Visual, /CJ/=Team Lead Chief Judge, CTOS: Computer/Timing System Operators Station, /DR/=Team Lead Deck Refs/Starters, (HP)=Hospitality, (MA)=Meet Administration, (MD)= Meet Director, /MR/=Meet Ref, (OP)= Opening Ceremonies, (OF)=Officials, (RC)=Rio Connection, (T)+ Teams, (VO)=Volunteers

Heading Key: B/T=Who brings to pool & removes afterwards? S/C=Who sets-up/clean-ups? MN=Who monitors between day sessions? USES=Predominant User

B/T	S/C	MN	DESCRIPTION	USES
			SIGNS:	
			Official's Chair	
			Volunteers (directional arrow)	
			Heat Sheets (Title & directional arrow)	
			Meet Results (Title & directional arrow)	
			(Clerk of Course—or banner?)	
			(Resolution Desk—or banner?)	
			(Volunteer Check-in, Meet Programs & Info—or banner?)	
			BANNERS:	
			Odd Heats	
			Even Heats	
			All 50's	
			Teams: Athlete Village Tents (plain—they decorate)	
			Coaches: Coach tables (donor logos)	
			Welcome? (Where to put?)	
			Step & Repeat (back of The Hub bleachers) (11' tall x 22' wide)	
			Utah Sports Commission (at least 4)	
			How/when to print Daily Itinerary?	

Meet Evaluation Form (From USA-Swimming Meet Director's Handbook)

Meet: 2016 Western Zone Age Group Championships

Date: August 10-13, 2016

Location: Kearns, Utah

Please complete and return to the Clerk of Course

		<i>Low</i>	1	2	3	4	<i>High</i>
1	<i>Pre-planning</i>						
	Pre-meet information		()	()	()	()	
	Packets		()	()	()	()	
	Hotels and Proximity		()	()	()	()	
	Maps		()	()	()	()	
	Transportation (cost/convenience)		()	()	()	()	
	a. airlines		()	()	()	()	
	b. car rental		()	()	()	()	
	Planning for climatic changes (outdoor pools only)		()	()	()	()	
2	<i>Facilities/General</i>	<i>Low</i>	1	2	3	4	<i>High</i>
	Parking		()	()	()	()	
	Registration		()	()	()	()	
	Restrooms and dressing		()	()	()	()	
	Swimmers' rest areas		()	()	()	()	
	Public Address System		()	()	()	()	
	Spectator Seating		()	()	()	()	
	Warm up/down facilities		()	()	()	()	
3	<i>Facilities/Competition Pool</i>	<i>Low</i>	1	2	3	4	<i>High</i>
	Pace Clocks		()	()	()	()	
	Scoreboard/timing equipment/computer		()	()	()	()	
	Lighting		()	()	()	()	
	Ventilation		()	()	()	()	
	Water conditions		()	()	()	()	
	Starting system		()	()	()	()	
	Pool set-up (deck space, media, etc.)		()	()	()	()	
4	<i>Officials</i>	<i>Low</i>	1	2	3	4	<i>High</i>
	Meet Referee		()	()	()	()	
	Assistant Referee(s)		()	()	()	()	
	Administrative Coordinator		()	()	()	()	
	Starter(s)		()	()	()	()	
	Announcer(s)		()	()	()	()	
	Chief judges(s)		()	()	()	()	
	Stroke/Turn Judging		()	()	()	()	
	Take Off Judging		()	()	()	()	
	Clerk of Course		()	()	()	()	
5	<i>General Appraisal</i>	<i>Low</i>	1	2	3	4	<i>High</i>
	Meet administration		()	()	()	()	
	Hospitality		()	()	()	()	
	Awards		()	()	()	()	
	Safety Procedures		()	()	()	()	
	Rate the overall success of the meet		()	()	()	()	
	Rate the overall smoothness of the meet		()	()	()	()	

6 Use the back of sheet to list any general comments you would like to make about this meet

Signed: _____ (optional) () Swimmer () Coach () Official () Other

Position _____ Title _____

Appendix Index

Appendices are located on website: HostGreatMeets.com

See *2016 WZ Age Group Champs category* or search: *WZAG2016*

APPENDIX A: Meet Announcement

APPENDIX B: Western Zone Policies & Procedures

Current at time of meet

APPENDIX C: Event Messaging & Gratitude Campaign

3 Thank Yous 4 Questions

Gratitude Campaign Information

2016WZAG Some of the Thank Yous

Pictures of a few of the “Thank You Post Its” athletes created and posted on white boards at the meet. These are the ones that were rescued before the clean-up crew got them. 😊

Meet Preface

Meet Messaging Brief

Message to Utah Swimming, Clubs Parents & Swimmers

APPENDIX D: Building “Hype”

Video Scoreboard Publicity

Folder of jpg files used on video scoreboard during meets leading up to zones.

2015 Long Course State Publicity Flier

2016 Senior State Zone Meet Publicity Announcements

Announcements given to state meet announcer to be given throughout the course of the meet.

2016 Short Course State Hospitality sticker

Stickers stuck on hospitality items before distribution to spread the word about the zone meet. Used to raise awareness and encourage 1) Volunteers to become meet workers and 2) Club leadership to encourage team members and parents to volunteer and work the meet.

Name Contest Poster_At Meet

Posted at meet to encourage people to vote for meet mascot name.

Officials Education Clinic

Pdf file that could be emailed or printed and posted or shared to publicize Officials Clinic.

Senior State Coach Packet To Do List

A “Zones Meet To Do List” for coaches. Distributed via coach packets at an LSC championship meet prior to zones.

The Mascot Needs Your Help

A pdf file that could be emailed and printed and posted or shared to recruit volunteers for the zone meet

[Unique Mascot Unique Meet](#)

A pdf file that could be emailed and printed and posted or shared to recruit volunteers for the zone meet

[Unique Trophy Unique Meet](#)

A pdf file that could be emailed and printed and posted or shared to recruit volunteers for the zone meet

APPENDIX E: Fundraising

[WZAG Fundraising Brochure](#)

Given to potential meet donors. Lists “Donor Perk” schedule

[Zones Supporters Perk Tracker](#)

Very useful spreadsheet to help keep track of what “perks” are due to which donors, and which have been delivered.

APPENDIX F: Info Distributed To Teams

[Box Meal Order Form](#)

[General Meeting Notes](#)

[Information Distribution List](#)

Collection place for information that needs to be shared. Columns are marked for when and where it should be shared. (Makes it much easier to know what to include when information docs are generated.)

[Team Information Sheet_ April](#)

[Team Information Sheet_July](#)

[Team Information Sheet_May](#)

[Team Information Sheet_June](#)

[Team Warm-up Schedule](#)

APPENDIX G: Travel Support

[Room Block Request Form](#)

Created by local tourism office for teams to reserve hotel room blocks during meet.

APPENDIX H: FAQ Documents

[FAQ: Parents](#)

[FAQ: Officials](#)

[FAQ: Volunteers](#)

APPENDIX I: Opening Ceremonies

[Opening Ceremonies Notes_Meet Director Speech](#)

[Opening Ceremonies Notes & Program Ideas](#)

APPENDIX J: Meet Host Admin

[WZAG2016 Award Labels Event Tracker](#)

[WZAG2016 Meet Entry Processing Record](#)

[WZAG2016 Prelim Results Announcement Record](#)

[WZAG2016 Report Counters](#)

[WZAG2016 Team Information and Record of Items Received](#)

APPENDIX K: Maps

[2016 Zones Competition MapV3](#)

Detailed map of competition area

[2016 Zones Site MapV3](#)

Map of greater competition venue area

[2016 Zones Team TentsV4](#)

Map of Athlete Village area and location of team tents

APPENDIX L: Reimbursement

[USI Purchase Reimbursement Request Form](#)

Used by those purchasing for meet to request reimbursement

APPENDIX M: Calendars

[2016 WZAG Calendar_LIST Format](#)

Calendar items related to 2016 Western Zone Age Group Championship meet including other meets or events affecting the swimming community leading up to, and after, the meet. List format allows full event description to be included.

[2016 WZAG Calendar_MONTHLY Format](#)

Calendar items related to 2016 Western Zone Age Group Championship meet including other meets or events affecting the swimming community leading up to, and after, the meet. Monthly format allows for quick viewing and identification of busy times, but event description is often shortened. If needed, see LIST format for full description.

APPENDIX N: Athlete Reps

[Athlete Rep Code of Conduct & Travel Policies](#)

Policies that are agreed to when signing *Athlete Rep Medical Info & Signature Form* (The only form that needed to be signed and returned.)

[Athlete Rep Medical Info & Signature Form](#)

The only form that needed to be signed and returned. Includes signature agreement to policies outlined in *Athlete Rep Code of Conduct & Travel Policies*

[Athlete Rep Subsection of Meet Plan](#)

Information

[FAQ_ Athlete Reps](#)

Information

[Meet Host Athlete Rep Job Description](#)

Information

APPENDIX O: Volunteer Related

[Training Lists](#)

[Head Timer AND TIMER Training List](#)

[Meet Marshal Training List](#)

[Timer Clipboard Instructions_WEST END](#)

[Timer Clipboard Instructions_EAST END](#)

[Volunteer Table Check-in Training List](#)

[Letter_IRS Tax](#)

[Letter_Service Hours Worked](#)

[Picture of Volunteer Shirt_Front & Back](#)

[Team Check-in Checklist](#)

[Volunteer & Training Logistics MASTER LIST](#)

APPENDIX P: Safety

[2016 WZAG Safety Partitioning of Facility Map](#)

[2016 WZAG Safety Precautions and Partitioning_June Revision](#)

[USA Swimming: Meet Admin Safe Sport Resource Guide Final Edits 9-9-2014](#)

APPENDIX Q: Souvenir Program

[Heat Sheet Covers](#)

All sessions—includes local donor logos as agreed upon to feature. Adding a cover page to the heat sheets was the easiest way to include them as the USA Swimming required logos were already placed in the Meet Manager report footer.

Souvenir Meet Program_Partial

Does not include psych sheet or Teams Report. Includes information about:

- TrueSport (they were at the meet to help promote the gratitude campaign, clean competition, sportsmanship & peak performance.)
- Meet messaging & objectives, including Gratitude Campaign
- Meet mascot: Rocky (including what Michael Phelps, Rocky & Spiderman have in common!)
- Meet specific USA Swimming Deck Pass Patches
- Unique Delicate Arch team trophies
- Meet Volunteer T-Shirt
- Meet pin
- Severe Weather/Outdoor Deck Evacuation Plan

APPENDIX R: Meet Summary Report

2016 WZAG Championship Meet Summary Report

Prepared and distributed about a month after the meet was over