

FRIDAY NIGHT MEET SET-UP

Please check the Pool Diagram for reference.

DO THESE THINGS **FIRST** SO THAT THE TABLES AND CHAIRS ARE NOT IN THE WAY.

- Pull the grill out of the lifeguard shed and put it near the front gate.
- Remove the link in the baby pool fence. Attach the screw/bolt/velcro to the fence or gate so we don't lose it. Put it next to the shed, safely out of the way.
- 5 Grey Benches: Lined up in the heating area. (baby pool area)
- Put away all of the lounge chairs into the lifeguard shed.
- Put a big, blue, roll-around Trash can and the Recycle bin near the front gate for Concessions to use in the morning. (Trash cans are in the back corner past the bathrooms.) Pull them out before you start setting up tables.
- 5 Large, Blue, Tables (pool deck)
 - 2 near bathrooms - move into the grassy area towards the trashcan garage
 - 1 behind blocks - move into the grassy area near the tree.
 - 1 near the lifeguard shed. Leave this one alone.
 - 1 at the pool entrance - move into the corner, out of the entrance walkway.

NOW SET UP THESE THINGS.

- Orange extension cord for Scoring Table. (shed or pump room)
- Green Fencing needs to be set up by the Scoring area. (basement)
- White Plastic Chairs (shed) - 2 behind each dive block for heating
- 6 Green Folding Chairs and yellow rope (shed)
 - One chair at each corner of the baby pool and an extra on each of the long sides with the yellow rope used to rope it off.
 - Ropes are labeled where they go. (Big ropes go around the pool.)
- Black metal event board (basement) – black pole behind officials' tables. Attach it to the pole with the bungee cords.
- Turn off sprinklers! There's a grey, free-standing box next to the pump room.

- Blue sand bucket and white pole (basement) – inside corner of baby pool by trash can. *(Numbers will go out on Saturday morning.)*
- 2 Umbrellas & Holders: (use an umbrella and stand from 2 of the tables.)
 - 1 goes in the Heating area, next to the table.
 - 1 goes in front of the Meet Manager table.
- 11 Green Folding Metal Chairs (basement)
 - 3 at Scoring Table
 - 4 at Scribe & Announcer Table
 - 4 at front gate (leave inside the gate)
- 4 stanchions (basement) and 3 yellow ropes (shed) – rope off pool using stanchions, lifeguard stands and stairs. Ropes are labeled which side they go on. One goes across the pool for False Starts.
- Remove the ladders from the pool and put them in the back next to the pump room. (tool box is in the lifeguard shed)
- Large Folding Tables (swim room) – 11 total (see Pool Diagram)
 - 3 for Scoring / Computer area
 - 4 for Scribe and Announcer
 - 1 for heating: in baby pool area
 - 3 in concessions: in front of the clubhouse. (They go out in the morning.)
- 2 small folding tables (swim room)
 - 1 by the front gate to be put out in the morning.
 - 1 in the officials area for the Starter unit.
- Stock up the 2 bathrooms in the clubhouse. They should be clean, just make sure that the soap is filled and there is extra toilet paper and paper towels.
 - *Lifeguards should do this for the pool bathrooms.*

DEPENDENT ON MEET MANAGER

- Get Meet Programs from Meet Manager and hang them on the “Swimmer Events” boards. Leave them in the basement hallway until the morning. (basement)
 - Separate Meet Program and put one page per clip on each board.
 - Individual lists should remain stapled. Put the appropriate list on the appropriate board using the last clip. (Bottom left)
 - If programs are not ready yet, we will do them in the morning.