

# SATURDAY MORNING MEET SET-UP

Please check the Pool Diagram for reference.

- Put out 3 blue Parking Pylons at the SE corner of the parking lot, next to the playground, for visiting team's Head Coach and Parent Rep and Concessions. (basement)
- Roll the grill out in front of the grassy area by Concessions.
- Take a trash can (small open or rolling bin) outside of the gate.
- Set up 1 small table and 2 green chairs outside the main gate for Meet Check-In. (shed)
- Set up 1 small table and 2 green chairs by the bike rack for visiting team check-in. (Or they can use the big white table inside the gate.)
- 2 large, white tents out for coaches - edge of the deck, close to the pool. (Between the guard stand & stairs.) Put the gray chairs from the baby pool under each tent. (shed = tents and baby pool = chairs)
- 2 small, white folding tables. (swim room) Place 1 under each of the white tents for the coaches.
- "Meet Results" board: to the RIGHT of the secondary gate – hang it from the fence facing the parking lot. (basement)
- Two "Swimmer Events" (Meet Program) boards. (basement hallway.)
  - These may already be ready to go. If not...
  - Get Meet Programs from Meet Manager and hang them on the "Swimmer Events" boards.
    - 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 on the last clip. (Bottom left)
  - DWD: hang on the fence where it angles.
  - Visiting Team: hang on the back fence by the gate, facing inward towards the pool area.

- Two wheeled, padded office chairs (basement) go to the Scoring Table (Meet Mgr)
- “SCORING” box (swim room) goes to the Scoring Table.
- “STARTER” and “OFFICIALS” boxes go to the Officials Area. (swim room)
- Put up Heating Numbers in the Heating area - Corner of the baby pool gate, next to the trash can. The stand should already be there. (basement)
- Attach the Heating Numbers for the visiting team on top of the back fence posts facing out into the greenbelt for those families sitting outside the fence. (basement)
- Put up signage around the pool. There is a clear box in the swim room on the shelves with tape and instructions. Signs include “No Seating Area”, Numbers for the dive blocks, “Officials Only”, etc. (swim room)
- Block the upstairs access to the clubhouse using the leather chair.
- In the basement, close the other Exit door that leads up to the clubhouse. Can tape a sign to it.