

## Meet Manager's Equipment Checklist

### Clerk of the Course

- Blackboard and chalk or a white board
- Individual entry forms & heat sheets
- Pens, pencils, elastics, weights
- Table, chairs, and covered area [if outside]
- Communication system or PA system

### Marshalling Area

- Covered area
- Benches or chairs for participants
- Clipboards and events list
- Pens, pencils, boxes for cards

### Timers and Recorders

- Chairs
- Clipboards
- Event sheets
- Heat sheets
- Pencils
- Stopwatches (always have extra replacement watches and batteries for your watches)
- Covered area

### Stroke and Turn Judge

- Clipboards
- Event sheet
- Red pens or pencils

### Place Judges

- Clipboard
- Event sheet
- Place Judge slips
- Pencils or pens

### Referee

- Meet Information Package
- Rule Book
- Clipboard
- Event sheets
- Pens and pencils

### Starter

- Starting system (electronic, starting pistol)
- Podium and umbrella
- Clipboard
- Event sheets
- Pens and pencils

### Chief Meet Recorder

- Tables and chairs
- Pens, pencils, weights & staplers
- Calculator
- Elastics
- Paper Clips
- Containers for completed paper
- Events sheets
- Rule Book

**Announcer**

- PA System
- Clipboard
- Event sheet
- Pens and pencils
- Table and chair

**Office**

- Computer
- Meet Manager computer program
- Printers -one for results and one for ribbons
- Printer control switch
- Paper for printer
- Pens, pencils & staplers
- Photocopier and paper

**Handy Numbers:****Meet Ref.:****Pool Set-up:****Computer Guru:****Ribbons/Medals:****Pool Facility:****Data Entry:****Coaches**

- Covered area
- Tables
- Chairs
- Event lists (normally 2 per club)

**Deck Food**

- Area to prepare food
- Electricity
- Tables

**Awards Table**

- Tables
- Chairs
- Ribbons, medals, trophies
- Pens
- Aggregate awards
- Recording system for club and individual points.

**Pool Deck**

- Touch pads
- False start rope
- Backstroke flags
- 15 m cones (for free, back, fly)

