



MUIRFINS HOME MEET SET UP INSTRUCTIONS

**ALL SUPPLIES ARE IN THE BACK ROOM (BEHIND THE CHECK IN COUNTER)
OR IN THE SHEDS AROUND THE POOL**

- 1) Ensure there is a sign at pool entrance for meet (i.e. wipe board that says pool closed for swim meet)
- 2) Hang Muirfins Banners - one at entrance and one on fence by tennis courts
- 3) Move all chairs on deck away from pool
- 4) Roll out metal bleachers and set up (one on each side of the pool)
- 5) Put up backstroke Flagpoles (4) on both sides of pool
- 6) Put up backstroke Flags
- 7) Set up 2 tents with for the bullpen - in Northwest Corner (by the slide and diving well)
- 8) Put 8 benches in bullpen (these can be found in the "guard area" beside the concession stand)
- 9) Set up Tent and Scorer's table - one long table and 3 chairs
- 10) Set up Ribbon/Awards table by entrance - 1 long table and 2 chairs
- 11) Set up Concessions Tent and 2 long tables - in front of "guard" area
- 12) Set up Round Table for starter - by corner pool ladder
- 13) Set up Volunteer sign-in table - can be one of the picnic tables
- 14) Arrange 8 chairs under the slide for coaches and label
- 15) Put Flags and Pole behind lanes (both sides) - there is a wagon in the shed to carry these
- 16) Put US Flag at the Top of the Slide - with Cable Tie
- 17) Organizer Timers equipment
 - 1) get bin of clipboards; separate out for each lane
 - 2) Get stopwatches out and put on each clipboard
 - 3) Place Timer Sheets, stopwatches, DQ forms, Bullpen Programs onto Clipboards
 - 4) Get Dolphin Timers out and turned on, arrange by lane
 - 5) Check Pencils on Clipboards, sharpen if necessary
- 18) Yellow False Start Rope over Water - attach to each life guard chair

Other:

- 1) The coaches should handle putting the starting blocks up
- 2) The coaches and/or swimmers should set up the lane lines