

## MEET SET UP/TAKE DOWN

This volunteer position requires you to arrive at the meet early to set up and stay after the meet ends to clean up.

Home meet set up consists of setting up tents and ready benches and getting the pool and deck ready for the meet. Away meet set up includes setting up the tents only.

### PRIOR TO MEET:

Watch the following videos to review the proper tent set up and take down techniques:

<http://www.youtube.com/watch?v=8JVqjnwF4L0&feature=youtu.be>

<http://www.youtube.com/watch?v=s-Cw15bpmxE&feature=relmfu>

### HOME MEETS:

#### MEET SET UP

Home meet set up consists of the following:

- Setting up the swimmer, timer, computer, announcer and ready bench tents
  - Removing all unused chairs, lounges and round tables from the pool deck
  - Placing lounge chairs to block the beach entry to the recreational pool (off limits during swim meets)
  - Installing the pool's lane lines
  - Setting up the ready benches
1. When you arrive at Bella Mar, attend a brief meeting with the Equipment Manager in front of the equipment shed to receive your specific set up instructions.
  2. Check in with the Volunteer Coordinators after set up is complete to ensure you get your shift credit.

#### Setting Up Swimmer Tents

Each tent requires four people simultaneously working together to set up. Two teams of four people each will be assigned to set up the swimmer tents. You should have already reviewed the videos above of the proper swimmer tent set up and take down techniques.

1. Take the swimmer tents, weight bins and tarp bins out of the shed.
2. Set up the swimmer tents as instructed in the videos. NOTE: Please be sure to open the tents with four people working simultaneously to avoid damaging the delicate poles.
3. Lay down a blue tarp under each tent and secure it underneath the tent posts.
4. Secure the tent by placing a weight around two of each tent's posts.

#### Setting Up Timer, Computer, Announcer and Ready Bench Tents

Each tent requires four people simultaneously working together to set up. One team of four people will be assigned to set up these tents. The Equipment Manager will advise you of the set up locations for all of these tents.

1. Set up the timer, computer, announcer and ready bench tents as directed by the Equipment Manager. NOTE: Please be sure to open the tents with four people working simultaneously to avoid damaging the delicate poles.
2. Secure the tent by placing a weight around two of each tent's posts.

#### All Other Set Up Tasks

The Equipment Manager will instruct you on the specifics of setting up the remaining items.

### **MEET TAKE DOWN**

You are required to stay until the end of the meet to clean up. Check in with the Equipment Manager at the 6 & Under tents during the 9/10 Boys Freestyle Relay event (Event #81). At that time, you can begin to take down the swimmer tents, starting with the 6 & Under age group (which finishes after Event #47). If your child is swimming in an event after Event #81, you can watch them swim and then join the rest of the clean-up crew.

Home meet take down consists of the following:

- Removing trash from the pool deck, swimmer tents and surrounding areas
- Taking down the swimmer, timer, computer, announcer and ready bench tents and folding up tarps
- Replacing all chairs, lounges and round tables that had been displaced from the pool deck for the meet
- Returning the lounge chairs used to block the beach entry to the recreational pool
- Removing the lane lines from the pool
- Returning the ready benches to the shed

#### Taking Down Swimmer Tents

Each tent requires four people simultaneously working together to take down. Two teams of four people each will be assigned to take down the swimmer tents (refer again to the videos above).

1. Remove the weights and place them in the weight bins.
2. Take down the swimmer tents as instructed in the videos. NOTE: Please be sure to close the tents with four people working simultaneously to avoid damaging the delicate poles.

3. Remove any remaining trash from the swimmer area. Deliver any remaining clothing, swim caps, bags, goggles or towels to the Lost & Found bin. Give any items of value to the Equipment Manager.
4. Neatly fold up the tarps as small as possible and place in the tarp bins.
5. Return the swimmer tents, weight bins and tarp bins to the equipment shed.

#### Taking Down Timer, Computer, Announcer and Ready Bench Tents

Each tent requires four people simultaneously working together to take down. One team of four people will be assigned to take down these tents.

1. Remove the weights and place them in the weight bins.
2. Take down the timer, computer, announcer and ready bench tents. NOTE: Please be sure to close the tents with four people working simultaneously to avoid damaging the delicate poles.
3. Return the tents and weight bins to the equipment shed.
4. Remove any remaining trash from the area. Deliver any remaining clothing, swim caps, bags, goggles or towels to the Lost & Found bin. Give any items of value to the Equipment Manager.

#### All Other Take Down Tasks

The Equipment Manager will instruct you on the specifics of cleaning up the remaining items.

### **AWAY MEETS:**

#### **MEET SET UP**

Away meet set up consists of setting up the swimmer, timer, computer, announcer and ready bench tents.

1. When you arrive at the pool, attend a brief meeting with the Equipment Manager near the Volunteer Coordinators' table to receive your specific set up instructions.
2. Check in with the Volunteer Coordinators after set up is complete to ensure you get your shift credit.

#### Setting Up Swimmer Tents

Each tent requires four people simultaneously working together to set up. Two teams of four people each will be assigned to set up the swimmer tents. You should have already reviewed the videos above of the proper swimmer tent set up and take down techniques.

1. Help the Tent Transport volunteers unload the swimmer tents, weight bins and tarp bins.
2. Set up the swimmer tents as instructed in the videos. NOTE: Please be sure to open the tents with four people working simultaneously to avoid damaging the delicate poles.
3. Lay down a blue tarp under each tent and secure it underneath the tent posts.
4. Secure the tent by placing a weight around two of each tent's posts.

## **MEET TAKE DOWN**

You are required to stay until the end of the meet to clean up. Check in with the Equipment Manager at the 6 & Under tents during the 9/10 Boys Freestyle Relay event (Event #81). At that time, you can begin to take down the swimmer tents, starting with the 6 & Under age group (which finishes after Event #47). If your child is swimming in an event after Event #81, you can watch them swim and then join the rest of the clean-up crew.

Away meet take down consists of removing trash from the swimmer tents and surrounding areas; and taking down the swimmer tents and folding up tarps.

### **Taking Down Swimmer Tents**

Each tent requires four people simultaneously working together to take down. Two teams of four people each will be assigned to take down the swimmer tents (refer again to the videos above).

1. Remove the weights and place them in the weight bins.
2. Take down the swimmer tents as instructed in the videos. NOTE: Please be sure to close the tents with four people working simultaneously to avoid damaging the delicate poles.
3. Remove any remaining trash from the swimmer area. Deliver any remaining clothing, swim caps, bags, goggles or towels to the Lost & Found bin. Give any items of value to the Equipment Manager.
4. Neatly fold up the tarps as small as possible and place in the tarp bins.
5. Help return the swimmer tents, weight bins and tarp bins to the Tent Transport volunteers' cars.