

MOUNTAIN HI SWIM LEAGUE HEATING MEETING TO-DO LIST

If not already determined, at the Prelims/Championship heating meeting the following tasks need to be assigned, information gathered, and decisions made:

- Determine policies for events without enough swimmers for Finals.
- Determine price for programs and number to be printed (50%-60% of total # of swimmers entered in meet).
- Determine Protest Committee members: Meet Referee, Div VP, a Parent Delegate, a S&T Judge, a swimmer, Div Coaches Delegate and an additional Parent Delegate from the unrepresented team. Make sure each team is represented with a member on the Protest Committee.
- Set volunteer requirements for each team and deadlines for turning in volunteer sheets for Prelims and Finals sessions. Get phone numbers and e-mail addresses to contact the people. For the Officials working the meet, forward all information, including availability, to the Division Officials Coordinator who will handle organizing the officials for working the Preliminary and Final sessions of the Championship meet. If your team has a volunteer coordinator, be sure and include contact information for that person.
- Remind 1st Prelims host that providing bags/boxes for ribbons and medals is that team's responsibility. Determine who will be responsible for taking the containers to the next session once the current session is over.
- The Division VP will tally the votes for the sportsmanship trophy and review who votes (Parent Delegate and Coach) and that only 1 vote per team is allowed.
- The Division VP will announce the results at the Championship session (age group winners and Championship winner). The Parent Delegate for the winning team of last year's divisional Championship should give the traveling plaque to the Divisional VP at the heating meeting.
- Go over any special facilities needs, deck layout, equipment, or personnel needs.
- Remind Parent Delegates to inform their appropriate personnel of the start times for mandatory attendance at the:
 - Scratch meeting
 - Timer's meeting
 - Officials meeting (including runners)
- Check the alpha version of team rosters for swimmers entered into Prelims against the League verified alpha roster for swimmers with current insurance forms on file with the League. Any swimmers who are not on the League verified listing but are entered into the meet must be removed from Prelims.
- Have each coach review the psych sheets for their team's entries, make any changes, review the updated heat sheets for each session, and sign the coaches' check list.
- Once the Prelims sessions have been seeded and labels have been printed, assist the coaches in putting labels on appropriate cards. For those teams hosting a Prelim, be sure to take your copy of the heat sheet for producing your Prelim program.
- If any records have been broken prior to Prelims, inform the Divisional VP and the Computer/Records Chair. Submit the required documentation to the Computer/Records Chair as soon as possible.