

# Hawaiian Swimming

## Responsibilities Required to Run a State Age Group Championship Meet

Hawaiian Swimming LSC	Hawaiian Swimming Host Team/Organization	
<b>Officials &amp; Volunteers</b>	<b>Swimming Venue and Equipment</b>	<b>Revenue Projects</b>
<input type="checkbox"/> Meet Director <input type="checkbox"/> Referees <input type="checkbox"/> Starters <input type="checkbox"/> Head Judge <input type="checkbox"/> Head Timer <input type="checkbox"/> Stroke & Turn Judges <input type="checkbox"/> Timing Judge <input type="checkbox"/> Clerk of Course <input type="checkbox"/> Announcer <input type="checkbox"/> All Official Forms (DQ, Scratch, etc) <input type="checkbox"/> Meet Marshals (two on deck, two locker rooms) <input type="checkbox"/> Timer Assignments	<input type="checkbox"/> Responsible for the use and access of the swimming venue. This includes securing permits, deposits, and all equipment necessary to hold a championship event (such as lane lines, start platforms, flags, etc.) according to Hawaiian Swimming and USA swimming requirements.  <input type="checkbox"/> Responsible to provide adequate restroom facilities in accordance to health regulations. <input type="checkbox"/> Provide secure storage of meet equipment	<input type="checkbox"/> T-shirt (design, printing, distribution, etc.) <input type="checkbox"/> Concession (require adequate nutritional products for swim athletes and spectators) <input type="checkbox"/> Programs & meet sheets (Prelims/Finals). Other revenue projects (check all requirements)
<b>Entry Fees</b>	<b>Meet Requirements</b>	<b>Equipment</b>
<input type="checkbox"/> All Entry Fees will be retained by the LSC and forwarded to the LSC Treasurer for deposit into the LSC account.	<input type="checkbox"/> Meet Contact <input type="checkbox"/> Meet sheets - provide (Prelims & Finals) limit 2 sets/team. Teams requesting additional copies in advance will pay for extras copies (see RECAP sheet).	<input type="checkbox"/> Secure Timing System (set-up/takedown) <input type="checkbox"/> Provide manual back up stopwatches <input type="checkbox"/> Tables/chairs for timing system console team <input type="checkbox"/> Public Address system <input type="checkbox"/> Shade/Rain Cover and chairs for timers (both sides for dual system) <input type="checkbox"/> Copy machine <input type="checkbox"/> Printers compatible with computers <input type="checkbox"/> Supplies (Pencils, pens, tape, stapler, paper cutter, scissors, etc.)
<b>Equipment</b>	<b>Hospitality</b>	<input type="checkbox"/> Clip boards / lap counters <input type="checkbox"/> Info box/tray for each swim team <input type="checkbox"/> Scratch box <input type="checkbox"/> Event board (if not available on electronic display)
<input type="checkbox"/> Provide computers and meet software for meet (if necessary) <input type="checkbox"/> Computer Paper, Award Labels	<input type="checkbox"/> Provide snacks/beverages (for officials/coaches) <input type="checkbox"/> Provide meals for officials <input type="checkbox"/> Provide meals between the first and second session each day for coaches (min. 2 per team) <input type="checkbox"/> Provide hospitality area for coaches & officials <input type="checkbox"/> Manpower for hospitality <b>Reimbursement may be awarded to the host team for appropriate hospitality service and expenses up to \$250 per day.</b>	<b>Awards</b>
<b>Awards</b>	<b>Opening Program</b>	<input type="checkbox"/> Award label printout (2-3 people for manpower) <input type="checkbox"/> Presentation platforms (1st -8th) <input type="checkbox"/> Awards table for awards (covered/protected)
<input type="checkbox"/> All individual and Relay awards <input type="checkbox"/> All Team Awards	<input type="checkbox"/> "Short" program - important to start meet on time (Hawaiian chant, introduce dignitaries, etc.) <input type="checkbox"/> Must be scheduled in the meet notice (confirm)	<b>Related expenses, excluding individual/team awards, will be the responsibility of the Host.</b>
<b>Misc.</b>		
<input type="checkbox"/> Post Meet Results		

I acknowledge the responsibilities for both the Hawaiian Swimming Board of Directors and the host team's responsibility.

\_\_\_\_\_  
Host Team President or Authorized Officer

\_\_\_\_\_  
Name of Co-Meet Director

\_\_\_\_\_  
Received by LSC Representative

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Phone/Cell

\_\_\_\_\_  
Signature & Date

**Note: All equipment leased from the LSC by the host team will be verified to be in proper working condition. All other equipment and related expenses will be the responsibility of the host team as listed above.**

Rev. 01/2009