Girl Scouts Swim Meet

Preparation & Hosting Checklist

**Week prior to swim meet**

* Communicate with other swim team coaches to get their line-up sheet. Request the line up sheets by emailing or texting the other coaches. You will need the line-up sheets by Wednesday
* Take the line-up sheets that were provided from the other teams and develop the lane assignments for the meet. Be sure to mix-up the swimmers so they are swimming against girls from other towns and not just girls from their own team.
* Recruit volunteers to help at the swim meet:
  + - you need one timer per lane
    - one person that collects the times from the timers and records onto the master sheet
    - at least two ribbon writers
    - announcer (announces the races and swimmers for each race and keeps the meet moving along)
* Copy the lane assignment sheets for each team & copy for the master timer
* Invite local newspaper if you would like to do so

**Day of swim meet**

**Prior to the arrival of the other teams**:

* Put in the lane ropes
* Prepare the ribbon writing table (pens, paper clips, and box are all helpful)
* Prepare clip board & pen for master timer
* Hang-up the order of events sheet for all to be able to view

**Teams Arrive:**

* Welcome other teams and let them know where they can set-up their ‘team camp’
* Give coaches the lane assignment rosters
* Conduct warm-ups
* Explain ribbon writing to the volunteers (be sure to mention that they do not write on the ribbons until each race occurs; they stack ribbons together with the lane results sheet in the box provided)

**Races:**

* Welcome swimmers and spectators and provide any announcements that pertain to your pool (for example, your concession stand is open or there are vending machines or parents need to stay clear of a certain area)
* Opening : May include the Pledge of Allegiance and/or the Girl Scout Promise
* Explain starting sequence to all swimmers (for example, swimmers take your mark, set, whistle/horn)
* Announce first race and then consecutive races
* If possible, announce previous race results between events
* Announce the end of the meet and tell people where the ribbon ceremony will be held
* Hand out ribbons ( \*\* see below)
* Thank the volunteers and the spectators for supporting the girls

**Ribbon Ceremony:**

Hand out the ribbons on day of event by announcing each race then call the girls forward by starting with names of the girls that are receiving the participant ribbons then the names of the girls that are receiving the fifth, fourth, third, section and first place ribbons. Some announce the time of the first place winner.