

Checklist of Recommended Materials for Division Prelims and Finals

1. Plenty of Pencils (with erasers intact) and a sharpener.
2. Red ballpoint pens for timer-recorders to note DQ's on time sheets.
3. Pens, pencils and notepads for use by time sheet sorters and other meet officials.
4. A few indelible markers (Sharpies)
5. Scotch tape and tape dispenser. (It's also a good idea to have some masking tape and duct tape available.) Used by time-sheet sorters and others for posting event results and other information.
6. Staplers and extra staples.
7. Boxes, bags or other containers for time sheets, score sheets, All-Star qualifier sheets and other materials related to Prelims, Finals and All-Stars.
8. Extension cords (indoor and outdoor).
9. At least one calculator.
10. Adequate tables and chairs for time-sheet sorters and score keepers.
11. Do you need batteries for any reason? (Such as to power an electronic megaphone or microphone used by the announcer or starter.)
12. Do you need tools of any type? (Screwdrivers, pliers, wrenches, hammer, etc?) It's a good idea to have a tool kit handy.
13. Try to locate a desktop photocopier for use at Prelims and Finals. This helps ensure that every team receives a copy of all results. Ideally, the copier should be capable of making letter and legal-sized copies. If you arrange to use a copier, make sure you have enough paper (letter and legal size), and keep in mind that the toner cartridge should be reasonably full because you will make a lot of copies before the completion of Finals.
14. Covered area for sorters and score keepers. A lot more forms have to be completed than at a dual meet. That means a lot more paper can be ruined by water from swimmer or rain. If you're using a photocopier or computer, that's even more reason to have a covered area.
15. Separate area to hand out awards at finals.
16. Do you have enough personnel for extra duties at prelims and finals? Each team should contribute workers. Extra positions include:
 - A. At least one person assigned at all time to heat swimmers as they arrive at the heating area. This is necessary at prelims and finals. That person must ensure that swimmers are heated by order and by assigned lanes.
 - B. People to hand out awards at finals, including someone to be in charge.
 - C. Runners to pick up time slips at Prelims and Finals.
 - D. At finals, each team must provide a scorekeeper.
 - E. At finals, extra people are needed to fill out all-star forms. Try to avoid having score keepers do this because it can interfere with keeping score.
 - F. At Prelims, make sure you have a system in place for sorting times, filling out qualifier forms, and posting the forms. Every team should have at least one representative involved in some part of the process of sorting and verifying time and seeding swimmers for finals.