



## Meet Planning Checklist

This guide is for coaches, meet directors, and volunteers to help you plan a fun, smoothly run meet. It's intended to prompt thorough planning—though not every suggestion will apply to every meet.

### Remember the non negotiables:

- One day meets (time trials, intrasquad, duals, invites)
- Keep sessions as short as possible
- Multiple sessions are permitted- but athletes may only participate in one session
- Meets must be legally timed. Refer to [USA Swimming Rule Book](#) 102.23 (timing rules) and 102.16 (timers and their duties) for reference.
- Meets must be officiated per the rules of USA Swimming.
- Officiating personnel required at a meet- refer to the [Block Party Officiating Guidelines](#) which outline the officiating classification choices. (OTS vs Non OTS)

### Define Your Meet Goals

- ☐ Focus on fun and inclusion for all levels
- ☐ Short, creative format (90–120 minutes total)
- ☐ Emphasize team culture and family-friendly atmosphere
- ☐ Accessible to new swimmers and neighboring teams
- ☐ BE CREATIVE

### Choose Date and Venue

- ☐ Set meet date and start time
- ☐ Reserve the pool/facility

[Determine Officiating Classification](#) (you will have to declare this when you sanction)

- ☐ OTS Approved (must have USA Swimming certified Referee, AO, and Starter at the meet)
- ☐ Non OTS

## **Administrative Requirements**

- ☐ Sanction (located under Administrative tab in your SWIMS Club Portal)
- ☐ Verify all swimmers are USA Swimming members- use recon tool in SWIMS (will be available after you sanction your meet in your club portal)
- ☐ Ensure all coaches and officials are current on certifications
- ☐ Results Upload (when your meet is over- this is your responsibility)

## **Design the Meet Format**

- ☐ Plan short, fun events (25s, 50s, creative relays)
- ☐ Limit total on-deck time
- ☐ Add themed or novelty races
- ☐ Add National Virtual Challenge events if applicable
- ☐ Be CREATIVE- think differently- this is your opportunity to use non traditional ideas to create engagement

## **Build Your Budget**

- ☐ Sanction cost (\$175)
- ☐ Pool rental costs
- ☐ Awards (ribbons, medals, stickers)
- ☐ Printing (heat sheets, signage)
- ☐ Food or concessions (optional)
- ☐ Officials stipend (if applicable)

## **Recruit Your Team**

- ☐ Meet Director (the organizer- it may be a coach)
- ☐ Officials (see above)
- ☐ Timers (parent volunteers or have the athletes time each other)
- ☐ Clerk of Course (optional)
- ☐ Awards / Hospitality volunteers (optional)
- ☐ Announcer or DJ (for atmosphere)

## **Promote and Communicate**

- ☐ Email invitations to teams/families
- ☐ Post on social media, website
- ☐ Set and share entry deadline (if using pre-entries)
- ☐ Explain the Block Party mission (fun, short, family-friendly!)

- ☐ Remind participants that Block Party times earned will be in SWIMS but will not count for qualifying for Sectionals and above meets.

### **Prepare Materials**

- ☐ Event schedule and heat sheets (paper/printer)
- ☐ Timer sheets
- ☐ Stopwatches
- ☐ Clipboards and pencils
- ☐ Awards and ribbons
- ☐ Directional signage

### **Day-Of Checklist**

- ☐ Arrive early to set up
- ☐ Check pool readiness (lane lines, blocks, chairs)
- ☐ Test timing equipment (if used)
- ☐ Set up awards table, concessions, music
- ☐ Check in volunteers and officials
- ☐ Hold a quick timers/officials meeting
- ☐ Greet swimmers and families warmly
- ☐ Emphasize fun over formal results

### **Post-Meet Wrap-Up**

- ☐ Clean up facility and thank staff
- ☐ Thank volunteers
- ☐ Share photos and highlights with families
- ☐ Debrief with coaches and volunteers (what worked, what to improve)
- ☐ Invite swimmers and families to your next Block Party!

### **Pro Tips for Coaches and Organizers**

- ★ Keep it simple! Avoid long timelines.
- ★ Make it a party vibe with music.
- ★ Include mixed relays, parent/child events.
- ★ Celebrate new swimmers and their efforts.
- ★ Prioritize fun, inclusion, and community over fast times!

