

ITEM**HOST POOL RESPONSIBILITY****NOTES*****Planning Phase***

Event Site Plan	<p>Work with NVSL VP to develop a comprehensive site and traffic plan for event day.</p> <p>Create a map for web</p> <p>Facility Layout: Pool, Clerk-of-Course, Team Areas, Awards Area, Team Rep and Coaches areas, Logo Merchandise, Tables, Vendors, Awards, Spectator Parking, Officials' Parking (100 spots), Photographer (IAS only), Viewing Areas including 1 event viewing, Swimmer Drop Off, Traffic Flow, sound system (for Bob York and announcer)</p> <p>If FCPS property (school grounds or school parking lot) is to be used , request certificate of liability from the NVSL VP.</p>	Coordinate plan with NVSL at least 4 weeks prior to meet
Documents	Coordinate with VP to edit Team Rep Guide, Guide for Public and Vendor Information for current year	Draft due 4 weeks & Final due 2 weeks before event
Public Relations	Notify local home owner associations and home owners ~6 weeks before the meet about the event	
Law Enforcement	<p>Coordinate law enforcement needs with Police Department</p> <p>Flashing sign, off-duty officers to direct traffic, cone setup. If necessary, use flashing police sign on Tuesday and Wednesday (for ASR) or Saturday (for IAS) in most affected are - "Swim meet ahead"</p>	Coordinate plan with law enforcement ~6 weeks prior with reminder ~3 days prior.
No Parking Zones	Coordinate with VDOT as need	
Acquire Equipment	Portable toilets (12), extra lane lines (optional), bleachers	

ITEM**HOST POOL RESPONSIBILITY****NOTES*****Pool Familiarization***

Facility Availability	Sunday 8 to 11 AM prior to meet for ASR Thursday & Friday prior to meet 7:30 am to noon for IAS	NVSL set up logo 7am
T-shirts and Caps	Provide storage for t-shirts, caps and programs from Pool Familiarization day through meet day	By direction of Logo Merchandise Chair
Set Up	<p>Set up swimming venue as ready for meet and to include:</p> <p>Pool Manager, Life Guards, Friendly welcome parking people cordless microphone for deck official & speaker system</p> <p>Music - fun if possible</p> <p>Lane lines in water</p> <p>Backstroke flags up</p> <p>Diving boards and ladders in safe position</p> <p>4 dry Tables, 4 chairs, and 2 canopies for selling t-shirts, caps, etc.</p> <p>Area with dry tables for TR's to review merchandise order</p> <p>Plenty of towels to dry tables and chairs off for merchandise</p> <p>10 Maps detailing event day pool setup on table and posted</p> <p>Area to post psych sheets and maps</p> <p>Food concessions (optional)</p> <p>Water for workers</p> <p>Space to store Data equipment delivered from NV Pools</p>	<p>nvsl post psych sheets promote in emails and guides</p>
Evening Pre Meet Set up	<p>Table area ready for Data to come set up Colorado System</p> <p>Provide food for 10 nvsl workers</p>	

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<i>Meet Day Set up</i>		
Team Areas	Designate an area for teams and define rules for use	At least 15,000 sq ft needed
Check-In (TR/Officials)	2-3 tables, one canopy (or shade) and 4 chairs IAS: Lunch for 20? Officials working full meet	NVSL to provide personnel, check-in list and entry wristbands
Vendor Area	Assistance with NVSL Logo area set-up and tear down	
Deck Setup	Swimming venue setup per agreed upon plan Colorado Starting system - primary and back-up (tested) Lane lines and 1or 2 back-ups if a break occurs Bleachers to maximize viewing area Reserved area for handicapped/elderly and VIP seating Special tent/area required at ASR Pool PA System for Bob York (wireless microphone) and announcer Marshals on deck and Lifeguards in chairs at warm-ups 20 Stopwatches (back-up) Music for warmups Abundance of water for officials	Special tent/area required at ASR <i>Possible bleachers from:</i> <i>One 5 tier from South Run</i> <i>Two 5 tier from Sideburn Run</i> <i>Two 4 tier from Fairfax Station</i> <i>Two 3 tier from Sully Station</i> <i>Three 3 tier from VA Run</i> <i>Two 5 tier from Old Keene Mill</i> NVSL will provide all other meet supplies
Colorado/Data	2 canopies, 2 tables and 6 chairs for "Tables" 1 tent, 1 table and 2 chairs for announcers At least 2 outlets for meet electronics	
Clerk-of-Course	Shaded area to accommodate 3 heats of swimmers Marshal control of entry and noise Area designated for "Legs" (IAS)	
Awards Area	ASR: Covered area (or an adverse weather alternate location identified and available) Eight tables placed in U-shape and six chairs (ASR) IAS: Two canopies to cover seating and standing room, seating for 18 swimmers (IAS) Area for photos of swimmers (IAS only)	
Safety and Security	Crowd control to include Marshals Staffed First Aid area Signage throughout venue Law Enforcement personnel as needed	