

## **ADMIN OFFICIAL – PACIFIC SWIMMING**

Parallels with a Swimmer

### **PRE-MEET PREPARATION**

Email with Meet Director – Supplies, Staffing, Registration

Print and Read Meet Sheet

### **SIGN IN**

Set up, Instructions, Closing Events

### **WARM UP**

Meet Ref Discussion – Procedures – Late Arrivals, No Shows, Other Meet Information

Announcer – Boys/Girls, Timers, Special Circumstances

Computer Team – Experience Level, Amount of Help

Office Staff – Experience Level, Organization

### **RACING**

Postings – Swimmer Preparation

Corner Expectations

Lane Timers

DQs & DQ Log

Timing

### **WARM DOWN**

Times

Results Postings

Awards

### **FEEDBACK**

End of Day Thoughts with Meet Referee/Deck Officials