



DECK SET UP & TEAR DOWN DUTIES

SET UP:

- Check in with the Home Meet Coordinator for duties
- Stack deck chairs and lounges
- Place caution tape on stairways, slide, doorways, etc.
- Set up chairs in the clerk of the course area and secure signs to chairs
- Set up stools behind the blocks
- Set out chairs for lifeguards and coaches
- Set out table and chair for starter
- Set out table for volunteer check in
- Set out rolling racks with event numbers in clerk of the course area
- Set out rolling rack with event and heat numbers in starter area
- Put up tents
- Check bathrooms for adequate toilet paper and paper towels and empty trash into outside bin
- Do any other tasks as directed by Home Meet Coordinator
- A/V Person –Set up speakers & test

TEAR DOWN:

- Pick up trash left on pool deck; roll trash bins to the curb
- Put tables back into storage closet
- Remove all caution tape from stairways, slide, doorways, etc.
- Replace deck chairs and lounges around the pool
- Take down signs and place in the computer room to be used again
- Take down tents and place near the gate to be taken home by the meet director
- Check bathrooms, including trash
- Gather Lost and Found items and place in bin near bathrooms
- Help clean up concessions area and roll out rugs
- Make sure pool is ready for the next day opening
- A/V Person – Take down speakers; place speakers and microphone in the computer room