

RHST Meet Set- Up

Instructions

Electrical and sound system set-up/Kiddy pool area set up

1. String extension cords from the equipment room outlet (located above the double door) across the fence top to the metal picnic tables above the pool deck
 - a. Plug in powerstripe into extension cord
 - i. Plug in speakers and additional extension cord for the Starter speaker
2. Set up the sound system- speakers (Black) & microphone (located in green bins by the metal picnic tables above the pool deck)
 - a. first speaker attaches to the PVC pipe near the boys bathroom: use long blue cord, plug in small end of split cord to the hub; place the cord on the top of the fence to connect it to the speaker
 - b. second speaker attaches to the PVC pipe connect the speaker with the “shorter” black cord to the hub
 - c. Plug in the microphone into the speaker hub
3. Put one tent over table in kiddy pool area: one set of the tents legs need to be placed on the other side of the small fence

Starter Area

1. Set up the two tan pop up tents over the metal picnic tables above the pool deck for the starter (located in the back room of the equipment room)
2. Move one round table and place it under the two pop-up tents between block #1 and the lifeguard chair
3. Set up Starter speaker (in a brown box)
 - a. get tripod from back room: to set up it inverts to make it taller
 - b. plug in the starter microphone
 - c. Plug in dongle that attaches to Starters phone to run Swimmingly
4. Place the long black mat (in the open area close to the boy’s bathroom by other mats) over the starter speaker cords: Mat placement is behind the starter.

Pool Deck set-up

1. North Side of the pool (Bleachers)
 - a. Move the lifeguard chair on the Northside of the pool to the back corner by the 4th block
 - b. Put event flipper on lifeguard stand
 - c. Set out 2-3 white chairs for the visiting team coaches on the North side of the pool by the dive tank cut out
2. False start/Officials ropes
 - a. Put up the false start rope (Located in the equipment room): 1 cross rope
 - b. Set up the ropes for the officials on both sides of the pool: 2 ropes (one each side of the pool), 6 Concrete/PVC pipe pole (Three each side)
3. Lane lines:

- a. Put in the competition lane lines (located in the equipment room)
 - b. Put in the short lane line to block off the dive tank cut out
4. Garbage cans:
- a. Place the green and blue garbage cans around the pool deck (two by the stairs, two in the grassy area next to the shed wall, two by the north side gate, and then the round cans can be placed in random places around the pool)
5. Lawn mats:
- a. Put out the black mats (located in the outdoor equipment area) they go on the grass next to the stairs, and down the back side of the shed.
6. Hang (tape) Heat sheets on the fence by the grassy hill
7. Parking lot:
- a. Put out the orange cones to block off the gravel driveway in front of the pool
 - b. Place two large cones in the gravel parking lot for the visiting team coaches to park in

Meet take down

Instructions

Electrical and sound system set-up/Kiddy pool area set up

1. Take down extension cords and speaker cords: extension cord stored in equipment room, speaker cords stored with the microphone (keep all cords/microphone together)
2. Take down speakers and attach them to the hub, place speakers in the closet in the front of the building
3. Take down the tent in the kiddy pool area and put it away in the closet in the front of the building.

Starter Area

5. Take down two tents and put them in the closet in the front of the building and put the round table back by the front office.
6. Wrap up all Starter speaker cords and place them together in the same box as the starter speaker placed in the closet in the front of the building.
7. Collapse the tripod and place it in the equipment room.
8. Roll up the long black mat and place it in the open area next to the boys bathroom with the other mats.

Pool Deck set-up

8. North Side of the pool (Bleachers)
 - a. Move the lifeguard chair back to the side of the pool near the diving tank.
 - b. Put the event flipper in the closet in the front of the building.
9. False start/Officials ropes
 - a. Wrap up all ropes and place them on the wall in equipment room (hooks on the wall next to the lane lines, concrete/PVC pipe poles are placed next to the lane lines in the equipment room)
10. Lane lines:
 - a. Unhook and roll up the lane lines
11. Garbage cans:
 - a. Gather the garbage cans and place them in the corner near the girls bathroom.
12. Lawn mats:
 - a. Gather all black mats and stack them in the outdoor equipment area.
13. Take down heat sheets and tape off of the fence.
14. Parking lot:
 - a. Gather all orange cones and place them in the equipment room.