

## **Physical Layout**

We met with the Meet Administrator, equipment representative and pool manager five weeks before championships at Normandy. It was very helpful to do a walk through to determine a punch list of items and contact person, so as to address any potential issues well before the meet.

Each pool layout is different but we determined that the following areas are needed: Officials station, team areas, concessions, hospitality, clerk of course, Kast-Aways, heat sheet and t-shirt sales. We also obtained bleachers from Saint Columban Church to help with seating.

**Security/ EMT:** The Loveland Fire department and emergency services were contacted three weeks prior to the meet to alert them to the number of swimmers in the area. We did not retain the services of an EMT. The Symmes police department was contacted and an off duty officer was hired for three, two hour sessions to help with traffic. This was deemed a necessity for safety purposes. It really helped to keep traffic moving in a safe manner. The officer came 30 minutes before warm-ups and left 15 minutes after the meet started. This worked well.

**Parking:** We issued parking and hospitality passes for the officials, coaches and an additional parent for each team. We also supplied our parking attendants with a list of officials, in case they had not been able to receive their passes before the meet. We mailed out the passes the week before the meet. We also asked each team to notify us if they needed additional handicapped parking passes. We needed additional spaces above those that were requested.

We also sent a map via e-mail to each club with available parking, warm-up times, gate fees, etc...

**Signs/ Banners:** Included you will find a list of signs that were displayed at the meet. These were very helpful in aiding people attending the meet to navigate the area.