

## Suggested Chart of Posters to make for MOC (use again at All Stars)

Draft 1, 7/7/09

Poster Size	Qty	Words to write on poster	Location to post (use duct tape)	Notes
Small	2-4	Reserved for Swimmer Lineup	All over the bleachers that you need reserved	Upon first arriving, mark your areas. You may want to use non-stick caution tape to rope off areas.
Small	1	Swimmers: Please stay behind line until your name is called. Extra swimmers not permitted. Parents generally not permitted. ~1 quiet parent permitted per heat. Please remain quiet.	On wall where swimmers start the lineup process.	Minimize noise: For MOC you may want 1-2 quiet parents for each heat to come through the initial staging area, to help the heat move through the benches together, and to assist if there are any last minute problems (injury, upset stomach, bathroom needs, especially for the younger swimmers). You might want to use caution tape to rope off non-thru traffic areas. Too much traffic means too much noise which means you can't hear to confirm names.
Small	2-5	Meet Event Order at MOC: IM, Free Relay, Medley Relay, Freestyle, Backstroke, Breaststroke, Butterfly	Attach to all outdoor Event Charts. Place one on wall near initial lineup point.	
Small	3-5	To Line Up, please go to _____ to hear your name called.	At all entry points to building. If doors are propped open, place in obvious location.	Fill in location (behind the building, etc.) Once the sign is posted, draw an arrow on the sign indicating direction.
Small	1	Swimmers Absent Today. (Then in column on left list all of the age groups.)	On wall where swimmers start the lineup process.	As the meet progresses, jot down the names of any kids (next to age) absent for the day, so you are not repeatedly looking for kids who won't even be there. *
Small	1-4	Line Up Times (then list out the first 3 events and lineup times)	On each outdoor flip chart	For MOC, first event is 9-10 Girls I.M. Lineup Time could be ten minutes prior to meet start. 3 heats of each I.M. I believe.

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Poster Size	Qty	Words to write on poster	Location to post (use duct tape)	Notes
Small - Only at All Stars	1-4	Line Up Times (then list out the first 3 events and lineup times)	On each outdoor flip chart	For All Stars, first event is 6&U Girls Freestyle. Lineup Time could be 15 minutes prior to meet start. About 5 heats of each event I believe. Note that at AS, meet begins with Coaches' Race and Team Recognition. Check with Starter that morning for order and times.
Large	1-4	Lining Up Now	Attach to all outdoor Event Charts	Huge letters with wide tip marker to be seen at a distance.
Large	1	Suggested poster: Draw Layout (or send file to print shop)	Hang on wall where swimmers proceed into pool stations.	Obtain from website. Use poster in pre-meet meeting. Show most efficient way to get swimmers through the staging areas (by heat, and identify which end of the row should be for which lane, 1 or 8, for best efficiency). For relays, identify where to place swimmers 1&3 and 2&4 for best efficiency. You don't want to be switching kids around at the last minute.

Feedback/Suggestions are welcome. E-mail: [katymom6@gmail.com](mailto:katymom6@gmail.com)