

Divisional Diving Championship - Host's Checklist

- Call or e-mail all teams in your Division to let them know you are in charge of the Division Championship Meet and all questions regarding the meet should come to you. Remember to give pool directions and a telephone number.
- Notify each team to have their diving sheets should be filled out before coming to the pool.
 1. If necessary, changes can be made at the pool.
 2. Remind each team, first and last names of divers and proper signatures must be on the diving sheet.
- Notify each team that they are responsible for 1 diving judge with diving judges score cards and one other volunteer to either score or write out awards.**
- Make sure the PA system is working.
- Make sure you have pencils, a diving calculator (or calculator) and diving judges score cards.**
- Make sure you have the Diving Championship score sheets.
- The host team should supply all volunteers with a beverage.
- Have a complete First Aid kit available & the 911 number available – just in case. A doctor or nurse on hand would be great.
- Contact (John Osterhoudt) if the awards* are not at your facility one week before the meet.
- Count the medals and ribbons ahead of time to make sure you have enough. If not, contact **John "Ostie" Osterhoudt**. In addition, if you think you have extra, please also contact Ostie.
- Make yourself a checklist of last minute things you have to do. Don't rely on your memory that championship day.**

continued on back

***AWARDS:**

You should have:

Division I – **6 teams with diving**

4 each: GOLD, SILVER, BRONZE (medals) and 4th, 5th and 6th place RIBBONS

Division II – **4 teams with diving**

4 each: GOLD, SILVER, BRONZE (medals) and 4th place RIBBONS

Division III – **4 teams with diving**

4 each: GOLD, SILVER BRONZE (medals) and 4th place RIBBONS

Division IV – **4 teams with diving**

4 each: GOLD, SILVER BRONZE (medals) and 4th place RIBBONS

Division V – **1 team with diving – will dive with Division II**

4 GOLD medals

Reminders:

- 👉 Announce that if the winner of any event cannot attend the All Star Meet – they should let the scorers table know ASAP. Please notify the 2nd place diver.
- 👉 Announce time & place of the All Star Meet. (@ Lewisboro – 5:00pm warm-up and 5:45pm start)
- 👉 Email the website & President scores and places of teams and individuals.
- 👉 **Each host team must provide, to the President, (at the All Star Diving Meet), the original copy of the completed score sheets from the Diving Championship meet.**

It is very important that all divers are present at the All Star Meet.

The All Star Diving Meet will be held at Lewisboro.

Every effort should be made to make sure the second or third place diver is notified in the event the winner of each event cannot attend.

A brief coaches meeting before the meet begins is suggested to communicate this information.