

<b>Requirement</b>	
Event	
Competing Team	
Proposed date	
Additional pool time required?	
No of HASC swimmers	
No of Competing team swimmers	
Expected no of parents viewing	
Sufficient space in café or space on poolside required?	Café sufficient / Poolside space required
Lifeguards required?	Yes / No
Benches required?	Yes / No
Are snacks required afterwards?	Yes / No

<b>Actions to be taken</b>	<b>Actionee</b>	<b>Complete</b>
Book competitor and agree date		
Define competition program		
Book pool, lifeguards, competition lane ropes / blocks / flags / seats for spectators (if required)		
Arrange benches		
Arrange timekeeper, timing slips and boards		
Organise a Starter and other officials		
Bring bin bags for rubbish collection		
Send email to parents advising competition date and requesting participants and put list on wall		

requesting participants		
Arrange HASC swim team with input from all squad coaches based on proposed attendees		
Send reminder email to parents advising start time		
Organise snacks (if required)		
Organise sufficient coaches to attend to manage swimmers on day		