

# **ALPS Synchro**

## **Getting ready for the competition...**

### **Months leading up to the competition:**

- ✓ Please contact the ALPS Synchro Coordinator in June or July. We will organize a meeting at the host pool to go over the set-up of the competition. As well, I will meet with competition volunteers at that time to review their job descriptions prior to the competition day.
- ✓ Contact the city for extra bleachers, garbage cans, “no parking” signs...
- ✓ Contact Phil Hamilton at (514) 332-6440 (phil@avd.ca) to set up a meeting to discuss music / sound system operations for your competition.
- ✓ If possible, it is nice for the host pool to have a sectioned off “viewing” area for parents to film their child’s routines. This section would have to be monitored by “security” to ensure that only parents of athletes performing are in the viewing area... Something to discuss with the ALPS Synchro Coordinator when discussing the set up of the pool for the competition.

### **Days prior to the competition:**

\*It is a good idea to have a couple of lifeguards or pool executive board members to stay over night the few nights leading up to the competition. As well, you might want to contact public security to request they patrol your pool at night prior to the competition.

- ✓ Photocopy Judges’ Score Sheets & Set up 5 judges’ clipboards
- ✓ Make accreditation cards or name tags for each coach from every pool
- ✓ Make sure the pool is well-vacuumed and skimmed
- ✓ All scum lines must be cleaned
- ✓ Deck must be swept and hosed down
- ✓ Remove racing blocks
- ✓ Elevate or remove diving boards
- ✓ Set-up all pop-up tents
- ✓ Set-up tarps (all tables must be covered)
- ✓ Arrange tables and chairs accordingly
- ✓ Rope off designated areas including around the pool (there must be a clearly defined area, “Marshalling Area”, for the competition athletes “walking on” to compete)
- ✓ Make sure judges have a rest area away from spectators
- ✓ Put in lane rope to divide the competition pool from the rest of the pool
- ✓ Turn off pool jets at the start of the competition

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### **Competition sub-committees to consider:**

- ✓ Volunteer liaison
- ✓ Security (for parking lot & inside pool area)
- ✓ Food (for spectators & officials)
- ✓ Fundraising: raffles & prizes
- ✓ Competition program
- ✓ Sponsorship
- ✓ Decorations

### **Please note that the following will be provided by the ALPS Synchro Coordinator:**

- ✓ Judges
- ✓ Judges' Flash cards
- ✓ Entry forms / score sheets
- ✓ Excel spreadsheet for calculating results
- ✓ Ribbons & Medals
- ✓ Trophies

If you have any questions, please do not hesitate to contact the ALPS Synchro Coordinator.