

**FSU**  **Campus Recreation**  
**SPORT CLUB COUNCIL** **Checklist for holding events at Leach Pool**

Reserving the Pool

- Contact Aquatic Director (644-4531) to check availability  
\*\*Note-Pool reservations fill up very quickly. Plan far in advance!\*\*
- Complete Rental Agreement & turn in to Aquatic Director
- Receive confirmation of reservation request from Aquatic Director

Info for Rental Agreement

- Hours of reservation, including arrival time, set up, and possible extensions in time
- Number of pool lanes needed
- Locker rooms needed (make arrangements with Aquatic Director)
- Number of expected teams, participants, & spectators
- If need for spectator entrance, notify Aquatic Director
- Proof of insurance
- Food permit & details of food use if necessary
- Equipment needed & quantity of each  
Ex.- tables & chairs, scoreboards, goals, shot clock, timers

Pre-Event Planning

- Visiting teams/participants
  - \_\_\_ Confirm event start time(s)
  - \_\_\_ Confirm driving directions to Leach, including parking info
  - \_\_\_ Confirm event time length
  - \_\_\_ Confirm travel time to event
  - \_\_\_ Confirm uniform colors in case of conflict
- Referee/Officials arrangements
  - \_\_\_ Payment arranged for officials
  - \_\_\_ Officials meet minimum qualifications for officiating event
  - \_\_\_ Confirm driving/parking directions for officials
  - \_\_\_ Confirm travel time for officials
  - \_\_\_ Confirm start time & duration of event
- Insurance
  - \_\_\_ Obtained proof of insurance if necessary for event
- Plans for equipment setup - day of or night before
  - \_\_\_ Coordinate with Aquatics office for set up of materials/equipment
- Arrangements made for collecting entry fees either before or after event
  - \_\_\_ Money available to provide change for any type of transaction
  - \_\_\_ Receipts on hand to issue to visiting teams/participants that give payment

- Trophies, Tshirts, etc designed & made before event
  - \_\_\_ If selling apparel, have money to provide change
- Tournament bracket/format
  - \_\_\_ Bracket/format prepared and ready with all teams accounted for
  - \_\_\_ Contingency plan ready in case team backs out or weather causes change
  - \_\_\_ Teams/participants ensured time for meals/rest in between competition
- Athletic Trainer
  - \_\_\_ If needed, make arrangements with Sport Club office well in advance
- Your club considerations
  - \_\_\_ Arrangements to have club members help supervise event, run scoreboards, scorebook, keep trash picked up, etc.
  - \_\_\_ Confirm event start time & what time members should arrive
  - \_\_\_ Confirm event time length
  - \_\_\_ Confirm what uniform to wear
  - \_\_\_ Confirm who is bringing what equipment
  - \_\_\_ Arrange to have club stay after to clean up & put equipment away

#### Media/Promotion

- Develop and post fliers/posters advertising event
- Contact FSView about event
- Develop game day programs w/rosters, etc
- Develop ad info for sport club website
- Promote via other web means (facebook, myspace, blackboard, etc)
- Contact Tallahassee Democrat about event

#### Day of Event Checklist

- Set up is complete (tables, goals, water coolers, etc)
- Beginning meeting for: ground rules, facility guidelines, event format, get visiting consents
- Club works together to enforce facility rules for both participants and spectators
- Club works together to staff event, with at least two club members always present

#### Post Event Checklist

- Club works together to clean up trash
- Club takes down all equipment and puts it away
- Collect jerseys, uniforms, equipment from members as necessary
- Obtain approval from Lifeguards that they are finished
- Notify Sport Club office of results from event
- Turn in visiting team consent from(s) to sport club office or supervisor on duty