4.2.1 Swimming Carnival Checklist

4-12 Months Before

- Check zone/diocesan date – see calendar (out Term 3 or 4 of previous year). Leave at least 2 weeks between school and zone carnivals – if possible
- Book pool and backup date - as early as possible – 12 months if possible
- Book transport
- Date to be included in yearly planner

6 Weeks Before

- Advise staff and canteen staff of date
- Check pool booking, including cost and availability of equipment
- Check canteen facilities and change rooms
- Publicise carnival date in newsletter
- Liaise with staff on official jobs
- Check on equipment needed
- Order equipment (where necessary)
- Organise recording sheets (see example)
- Organise programs, including events, officials and previous champions
- Select date for house meetings
- Invite guests
- Organise certificates, ribbons and trophies
- Arrange for first aid/sports trainers
- Check possible multidisability entries, events and procedures
- Delegate organizing of the activities for younger and/or non-competing children
- Liaise with Zone Swimming convener regarding information/procedures for nominations and arrangements (e.g. parent letter) to the Zone Carnival.

3 Weeks Before

- Begin collection of money and notes
- Canteen facilities (if required)
- Check transport
- Find perpetual trophies/shields e.g. champion house/zone
- Organise and distribute information and permission notes to parents
- Check relevant details of zone carnival
- Develop a risk management plan after first referring to the Relevant sections of “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools – involve your principal. See also Sport Risk Management One-page Checklist CD: Swimming
1 Week Prior

- Distribute programs and job lists to staff members (training may be required)
- Meet with house captains (if appropriate)
- Collect equipment
- Complete transport arrangements
- Print program and publicise carnival information in newsletter (again if possible)
- Hold house meetings
- Make wet weather arrangement if using an outside pool
- Cancellation arrangements with radio stations
- Prepare parent/family information package for those 8 to 13 year olds who qualify for the Zone Carnival
- Organise students to assist with
  - Refreshments for officials
  - Runners

One Day Prior

- Check and pack all equipment
- Make arrangements for students not attending or participating
- Check pool booking and any special arrangements
- Check transport details (again)
- Check recording sheets
- Speak to students about all aspects of organisation and expectations
- Brief student helpers if possible
- Ensure everyone knows wet weather arrangements
- Finalise parent/family information package for those who qualify for the Zone Carnival

During The Carnival

After The Carnival

- Present awards
- Collect and return equipment
- Check all equipment is in working order for the following year and make a list of new equipment needed
- Age champions
- Select school/zone team
- Present parent/family information package for those who qualify for the Zone Carnival
- Book transport for school/zone representatives (if not previously done)
- Place major results in local newspaper
- Send letters of appreciation
- Update records
- Complete evaluation of carnival
- Have perpetual trophies engraved
- Book pool for the following year
- Arrange training for school team (optional)
- Thanks to staff/students/parent helpers