BACAA Team Captain's Checklist

Being a BACAA team captain can be a challenging and somewhat thankless task. A captain needs to be a promoter, recruiter, administrator, and athlete. A captain needs to be detail oriented, quick-witted, personable, unflappable and unfailingly (and sometimes inexplicably) upbeat.

Sometimes the challenge of all these requirements causes important administrative details to be overlooked. This can lead to quite a bit of scrambling for forms and other information *during* the actual events.

As a service to Team Captains we offer the following Checklist. Team Captains who complete this checklist will have a better chance of reducing their stress prior to and during the events and may actually be able to enjoy themselves!

All forms mentioned below can be downloaded from our Forms & Information page at:
http://147.202.48.130/ATHLETICS/TRACK/BACAA/forms.html

One month prior to the meet
- [ ] Print out copy of the *Corporate Relays Overview*
- [ ] Read and understand the *Corporate Relays Overview*
- [ ] Print and fill out Team Entry form
- [ ] Print and fill out Waiver
- [ ] Mail the Waiver and Team Entry along with a check

Two weeks prior to the meet
- [ ] Print and fill out Team Roster sheet
- [ ] Print and fill out Athlete Bios forms

Two days prior to the meet
- [ ] Print and fill out Event Sign-In forms (for **every** event you plan to participate in)
- [ ] Print and fill out Field Events Roster and fax to Hank Lawson
- [ ] Print and fill out Road Race Roster and fax to Hank Lawson

Day of the meet (before you leave home)
- [ ] Bring completed Event Sign-In, Athlete Tracking and Athlete Bios forms with you to the meet
- [ ] Bring copy of Corporate Relays Overview with you to the meet
- [ ] Bring 3 extra copies of Schedule of Events with you to the meet
- [ ] Bring a clipboard to which is attached a pen on a string
- [ ] Bring 2 batons for use in relay races

Day of the meet (when you get to the track)
- [ ] Submit Athlete Bios forms to meet announcer
- [ ] Submit Event Sign-In forms to meet officials (at least ten minutes prior to the event)
- [ ] Give the 3 extra copies of Schedule of Events to trusted team members