NHCP SWIM CLUB

NHCP Meet Director Responsibilities

The Meet Director is responsible for the overall coordination of the event including volunteers, facilities and supplies. Working with the chairpersons, Head Coach and NHCP board, the planning process begins 2 months in advance. Work with the Head Coach to recruit area teams and complete all MSI paperwork on time and in order. MSI website provides information for meet Directors: http://www.mnswim.org/SubTabGeneric.jsp?team=czmnlsc&_stabid_=67634
Use the Meet Manager system on the NHCP website to organize the volunteer needs and send requests. Make sure that all key positions are filled in: Concessions and Hospitality, Lane Timers, Awards, Timing Table and Results, Announcer, etc. These are all necessary for the meet to run properly. Organize people for the meet set up and closing. During the meet make sure that all volunteers are there on time and everything has been running smoothly. After the meet get the Entry Fee summary for all teams and participants. This information is needed for filling out the Financial Report to MSI which is completed by the NHCP treasurer.

Awards, Concessions, Equipment and Hospitality have chairs. Many Chair people already have experience in their respective areas. Follow the Chair planning guides to ensure tasks are completed and to train in new Chairs.

The Meet Director responsibilities can be easily managed and a fun experience if properly planned and coordinated.

Meet Registration and Payments

- Before the Meet—Instructions, including a listing of the MM-generated reports you need to provide to MSI before the meet.

1. Fill out sanction and send to MSI. Request check from Treasurer for sanction payment. Sanction payment is the least amount if done 90 days prior to meet. Once sanction has been approved, e-mail clubs with Meet Information (this is for A/B/C meets).
2. Check to see where the meet is going to be held. NHCP Board/Coaches will let you know where the meet is, and what hours we have pool, etc.
3. The .pdf file of meet information with the sanction number must be sent to teams that are being invited to your meet.
4. Get the Facilities Rental Agreement from the School District or the City.
5. Plan on meeting with the concessions chair and the hospitality chair at the pool a few weeks prior to the meet to check the facilities and do some planning.
6. Identify special equipment needed such as backstroke flags, lane score board, starting blocks, special timing equipment etc.
7. Get the rental agreement from the School District

Volunteers and Donations

- A key responsibility of the Meet Director is organizing adequate volunteers and donations for a successful meet.

1. Open an online registration for volunteers using the club's website. Site Administrator will be able to help with the setup and access. Copy the volunteer positions from a previous meet, review and send out a volunteer sign-up invite.
2. Recruit chairs for Concessions, Hospitality, Awards, and Equipment. Time frame - 1-2 months before meet. Follow-up with them to see what resources they need.
    a. Check with the pool location regarding concessions sales
3. See which vendors want to attend meet and if they want to put an ad in program. Our current sponsor is Pure Blue Swim Shop. We need to contact them in advance and ask if they would like to put a booth at our meet and provide us an advertising page for the programs.

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   a. Elsmore Swim Shop, 5885 149th Street W, Apple Valley, MN 55124-5751, 952-997-6255 – Jeff Brown, jeff@elsmoreswim.com

4. Solicit donations from area businesses for t-shirts or food donations.
   a. McDonalds: Meet concessions ice donation available t most McDonalds locations (Maple Grove Weaver Lake Rd, Bass Lake Rd., Osseo off Hwy. 81 have all donated for free). Contact the manager to request Friday evening, Saturday AM and Sunday AM donations for 2 coolers.
8. Prepare Job listing to have posted on website 1 to 1 1/2 month before meet.
9. Send out e-mails to team parents asking them to sign up to volunteer. This is done many times during the month and week leading up to meet.

Facilities

- A review of facilities and equipment before hand and review of all scheduling to ensure the meet goes smoothly.

1. Visit the pool location and review: locker rooms, kitchen, cafeteria or hospitality area, concessions area, swimmer rest area, official briefing area, staging or seeding area, scoring or administrative area, awards area, volunteer check-in, parking etc.
2. Equipment includes: tables, chairs, umbrellas, sound system, timing system, bleachers, lane lines, backstroke flags, recall ropes, pace clocks, starting blocks
3. Special provisions may include: overnight parking, first aid, emergency supplies/area
4. Check times for setup, building access, safety problems, public access
5. Review NHCP storage: NHCP Storage Locker. Review items in storage and make sure that supplies are replenished prior to the meet (i.e. paper, labels, markers). Check if all stop watches are working. Storage is located at: 8767 Jefferson Hwy., Maple Grove 55369 (behind Maaco). Ask for keys for gate and locker from previous Meet Director)

Lead-up to Meet

- Ensure clear communications and expectations and that all volunteer positions are covered and the supplies are prepared for the meet.
- After timeline and heat sheets have been finished - bring them to Office Max to get copies printed to sell along with any other items (ads, concession list, etc.) that will be included in program. Programs must be prepared prior to the meet and usually 40-45% of overall swimmers quantity is a reasonable estimate. The meet program will be finalized just 1 or 2 days prior. Use a previous meet program for the cover and back pages.
   a. Suggested information to include in the program:
   - A meet timeline (often as the inside front cover page). It should be noted whether the timeline is an "estimate only" or whether it is an assurance that events will not start before the times listed.
   - The names of people in key positions (e.g., the meet director, meet referee, , head marshal, etc.)
   - The names of deck officials (starters, stroke & turn judges, head timers, etc.) and administrative personnel (clerk of course, timing equipment operators, recorders, scorers, etc.)
   - An acknowledgement of the committee chairs and members who have been instrumental in meet preparation (e.g. entries, program, etc.)
   - Special notes (e.g., notes on parking regulations, the press area, etc.)
   - Sponsors' advertisements or acknowledgements.
   - A pool and facility map, noting the location of the clerk of course, ready room, first aid, etc.
   - A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
   - The order of events.
   - Event records (e.g., meet, regional or age group).
   - Applicable qualifying times or standards.

2. Call MSI to pick-up the meet packet in advance of the weekend (MSI 952-988-4184)

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3. Be at set-up and take down for meet as well as the actually meet to ensure volunteers are allocated correctly and that things are running smoothly.
    - Garbage can liners
    - Tie backs (put up lane assignments on fence)
    - Table provided by the pool for timing
    - Team signs to be taped to walls so teams know where to sit
    - Lane assignments for warm-ups taped up around pool (one under skybox, one by NHCP, 2 on each length of pool, 1 on end of pool)
    - Have a volunteer checklist put at Program Sales table along with name tags, highlighter(s) and pen(s)
    - Restroom/concession etc. signs around building so people know where they are located

Post Meet

1. Send thank you notes to committee chairs and volunteers.
2. Ensure that all reports are sent to MSI after meet and that Treasurer has information on reimbursing Meet Chairs as well as payment due to MSI.
3. After the Meet—MSI Instructions, including the MSI documents and fees to be returned and by when, and what is needed to have your deposit reimbursed).

- HTML Results with all teams in condensed and in publication order (not event order). Include relay names & lead splits, intermediate splits, and where applicable, swim-off, time trials, team points and individual high points. Time trials may be a separate file. (Found in MM, Reports\Results)
- Hy-Tek Meet Results – comlink (.cl2) file -- Full meet results – must include all swimmers, not just MN swimmer, must include swim-offs, all relay names and lead-off splits and time-trials. (Found in MM, File/Export/Results for TM or SWIMS)
- MM Backup file (post meet) for the meet, after all scoring.
- "No Splash Athlete" Report - (Found in MM, Reports\Exception /Reports/ Miscellaneous\ No Splash Athletes) Create reports for all sessions. (Do not send the "individual event no shows (NS) report) If you have questions regarding this report, please call.

IMMEDIATELY AFTER THE MEET: Send to the MSI office the "Swim Meet On-Deck Registration Report" This report needs to be sent even if no on deck registrations were taken. (Include any registrations and fees that have been taken on deck.) To be assured your team will receive any of its sanction deposit, did you return:

- Page #1 of Financial Report Returned with proper fees paid to MSI? Must include a hard copy of the "Team Entry Fee" report from Hy-Tek. This is due 15 days after the last day of the meet.
- Page #2 of Financial Report Returned? This is due 45 days after the last day of the meet.
- Send all of the files listed above to the proper people? Did you send Cassy the Swim Meet On-Deck Registration Report even if NONE were taken?

If you have any questions, contact the Minnesota Swimming office - cshapley@mnswim.org or smcguire@mnswim.org or call 952.988.4184.