

Meet Management Guide

Alaska Swimming

Meet: _____

Date of Meet: _____

Please note: The Meet Director is not necessarily responsible for DOING all of these things, but he or she, together with the Meet Referee, are responsible for making sure they ARE DONE. Good communication and advance planning are a must.

NO LATER THAN 60 DAYS PRIOR (Date: _____)

_____ Request meet sanction from Alaska Swimming Sanction officer. Find form and email addresses on AK Swim website. you will need to identify your Meet Director, Meet Referee, and Admin Official on this form. You will also need to designate an entries chair in the invite. Attach your proposed invite, including the order of events. Do NOT distribute the invite until it has been approved and a sanction has been issued by Alaska Swimming.

_____ Send check to Alaska Swimming Treasurer. Be sure to write, "Sanction fee – [name of meet]" on memo of check.

_____ Reserve pool.

_____ After the invite has been approved and the sanction has been issued by the Sanctions Officer, send invitation (with sanction #) to ASI webmaster for posting.

_____ Order ribbons, plaques, awards. These orders often require 6-8 weeks' lead time.

_____ Arrange for t-shirt / sweatshirt sales. You will need to approve a design and arrange for sales at meet. Northwest Designs is a commonly-used vendor.

6 WEEKS PRIOR (Date: _____)

_____ Organize volunteer needs, recruit volunteers to key positions (computer table, concessions, hospitality, safety marshall, chief timers, pool set-up/break-down. If championship meet: build spreadsheet with volunteer needs and assign responsibilities to clubs. Be sure to communicate early and often with clubs!)

_____ You may wish to send email with invite to last year's participants and / or local clubs. Check with your coach.

3 WEEKS PRIOR (Date: _____)

_____ Post jobs online (or however your team recruits and organizes volunteers). Recruit, educate, and sign up volunteers until all jobs are filled.

_____ Consider notifying local media of your meet. They can't report it if they don't know about it!

7 DAYS PRIOR (Date: _____)

_____ Check supplies, replenish if necessary. (computer paper, labels for ribbons, pencils, other computer table supplies—check with your head computer person).

_____ Check supplies for hospitality and concessions (paper goods, napkins, coffee, utensils, etc.)

_____ Request concession stand money box from treasurer, or whatever your local procedure is.

_____ Print menu/price list to post at concessions.

_____ Make sure your volunteer for concessions / hospitality shopping is clear about what and how much to buy. Make arrangements for delivery and set up at pool.

_____ Print list of volunteers for reference at the meet. (copies for meet director, hospitality, and concessions)

_____ Once entries are received, send meet membership reconciliation file to Membership Chair. Once report is received, work with teams to make sure all swimmers are properly registered, and their USAS ID#s are entered properly in the meet file. No swimmer should be allowed to compete who is not properly registered.

_____ If meet has qualifying times, send times verification file to Times Chair.

_____ Send list of swimmers' names if needed for t-shirt design to t-shirt design company. (This will be generated by the Entries Chair after entries are complete.)

_____ Follow your procedure for confirming that all coaches that will be on deck are current and properly registered—this could include emailed copies of coaches' credentials, a completed coaches' verification form, or a visual check with the coaches' virtual membership card in the On Deck app upon arrival on meet day. Any combination of the above is fine, but ALL coaches must be verified, or they cannot be on deck.

1 TO 2 DAYS PRIOR (Date: _____)

_____ Send reminders to all of your volunteers. Check in with volunteer leaders (Hospitality, Concessions, Computer Team, Meet Referee)

_____ If you have relays, communicate with Meet Ref and Hytek person—how are you going to handle relay cards? Decide now and communicate. (carbon copies? Which color do coaches turn in? Hytek relay cards? Do coaches turn in before competition? Time deadline?)

_____ Make sure you have team folders ready for meet day.

_____ Send email to coaches with helpful information/reminders. Attach copy of invite. Include warm up times, meet times, coach meeting times, any special instructions, relay instructions, scratch instructions. This would be a good time to remind coaches to make sure their credentials have been turned in or are ready to be presented on deck.

_____ Follow up with entry chair. Make sure that any swimmers flagged in membership recon have been cleared to compete (current membership, corrected USAS ID#, etc.). It is OK to send in a second membership recon file to the Membership Chair to make sure that all issues have been cleared.

_____ Make copies of heat sheets to sell at concessions. (General rule-of-thumb: make about 1/2 to 2/3 times the number of swimmers entered into the meet. If you are using Meet Mobile, you will likely need fewer copies.)

_____ Make copies of meet invite to post at pool. (Generally posted in conspicuous area, easily accessible to coaches, officials, etc. May need more than one copy at larger pools, especially if running two ends.)

_____ From Hytek Entry Chair, request Team Entry Report to collect appropriate checks on deck on the day of the meet.

_____ Make sure you have a money box for concession ready, stocked with cash to start.

Set-Up: NIGHT BEFORE OR DAY OF MEET

_____ Bring computers/printers/supplies to pool. Make sure pads, deck cables, timing equipment, watches, clipboards, chairs for timers are ready. Check in with key volunteers to make sure no last-minute supplies are needed.

_____ Make sure sheets are out for any positive check-in events, as well as a scratch sheet.

_____ Post meet invite (single-sided) on walls.

DAY OF MEET

_____ The meet director is the first to arrive and the last to leave. Most of your work is done by now—on the day of the meet, you will serve as a smiling face and friendly helper as all of your volunteers and plans come together for a successful meet.

_____ After scratches and any changes are entered: print heat sheets for coaches, distribute or put in folders. Print heat sheets for officials.

_____ Print lane timer sheets. Distribute to clipboards.

_____ Post heat sheet (single-sided) on walls.

_____ If preparing ribbons at meet, make sure your awards team is set up, and computer people know to print labels throughout meet as results are available. Otherwise, make sure that ribbons and awards are mailed to correct address for each team.

_____ Make sure concessions has their heat sheets for sale and establish cost.

_____ Make sure your volunteer who will be posting results knows where to get results and where to post them.

_____ Collect checks from teams for entry fees and coaches' verification forms.

_____ During meet, circulate throughout areas, make sure everything is running smoothly. It is a nice gesture to have someone in hospitality assigned to distribute water and snacks to volunteers that are not able to move freely (officials, timers, computer table).

POST MEET

_____ Make sure all meet-related items are removed, and pool is restored to pre-meet state, as required by your pool.

_____ Fill out post-meet checklist, found on ASI website.

_____ Complete ASI Financial Summary form, found on the ASI website. This will require communication with multiple volunteers. Read the form carefully and make sure each item is complete.

_____ Make sure pool bill is paid.

_____ Make sure results are certified by the meet ref and distributed to coaches, local media.

_____ Thank your volunteers!