

Meet Director

Meet Director

- Team representative (volunteer) who is responsible for hosting the meet
 - Facility
 - Meet Operation
 - Snack Bar
 - Hospitality
 - Safety
 - Meet Program
 - Vendors
 - Misc.

Meet Director



Meet:-

- Type of meets -
 - Sanctioned, approved, observed
 - Scheduled and published – LSC, Zone
 - Unscheduled – Invitational, Club Series, Intra-Squad, League meets etc
- Differences:
 - Application and approval process
 - Assignment of Officials
 - Meet Results

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Registration Check (Reg Check):

- Verify that all swimmers are registered with Pacific Swimming –
- After entries close- meet entry file (SDIF) sent to PacSwim Registration chair
 - non-registered swimmers are not covered by USA-S insurance
 - Non-registered swimmers are not allowed to swim in a sanctioned meet
 - Times achieved by non-registered swimmers will not be entered into SWIMS, i.e. times do not count

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Reg Check: - cont.

- After close of meet entry (10 days from meets), entry file (SDIF) is sent to PacSwim Registration chair
- Reg check results will be sent back to club on Thursday before the meet (allow for last/late swimmer registration form to be entered into the system)
- Club can decide on what to do about swimmers that are not registered
 - Notify swimmers by e-mail
 - High light names of swimmers on check in list (get clearance in Office before check in).

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On site registration:

- Swimmer/parent fill out 2016 swim season registration form- Print legibly and fill out all boxes. Make sure that DOB is filled out with fact not a made up number.
- Collect registration fee plus \$10.
- \$10 is kept by the club - handling fee.
- Entire sum is refunded to swimmer if it is found that swimmer had previously registered

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On site registration: - cont.

- Please, please send on site registration package to PacSwim Registration chair ASAP (on Monday if possible)
- Please include note as to Name, Date and host club for the meet in the package.
- Try not to become a contributor to the vicious cycle of never ending on site athlete registration

The PacSwim Registration chair and the Treasurer thank you.

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Last item regarding On site Registration

Outreach swimmers

Need 1 of the 3 items listed below per USA-S

- 1) Qualify for Free lunch program at school
- 2) Qualify for Food stamp
- 3) Income below state poverty level

Recommend to accept registration (on Outreach application form), collect \$5 from the swimmer, remind them that they need to send copy of one of the 3 items to PacSwim Registration chair ASAP. Swimmer can then participate in the swim meet.

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Pre- Meet Preparation

- Job starts when team decides to bid/host a meet
- Interact with coaches on what meet to bid for
- Decide on facility
- Check on availability of facility – contact info
- Submit meet bid package
- Apply for meet host privilege with Swim Connection

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Meet Awarded

- Confirm facility reservation
- Meet sheet: secure a copy of old meet sheet from meet of same type
- Meet Management Software: SAMMS or HyTek Meet Manager
- Computer operator – in house or hire out
- Timing equipment – in house, rent, or hire out
- Verify meet Requirements from Meet Bid Criteria
- Contact local Law Enforcement
- Book hotel rooms (if required)

Meet Director



Develop your team –
Communicate with your Team
Identify *skilled/experienced persons* for critical
positions, recruit them ahead of time - training

- Snack Bar lead
- Hospitality lead
- *Equipment-Facility lead*
- Meet program lead
- Head Marshal
- Volunteer coordinator
- *Office coordinator*
- *Clerk of the course*
- Safety Coordinator

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- Can Snack Bar lead and Hospitality lead be the same person?
- Yes – but not recommended
- Snack Bar – customers – swimmers & parents
- Hospitality – coaches, officials, lane timers, volunteers
 - Snacks, lunch, liquids, delivery system
 - Timing of lunch/dinner
- Share food purchases

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Meet Referee Assignment- Interaction

- Pacific meets – PacSwim website
- Zone meets – Zone website or Zone Officials Chair
- Communicate with Meet Referee – ASAP
- Introduce yourself – describe your experience – be honest
- Meet Management Computer Operator
- Timing Equipment Operator
- Describe your Facility

Meet Director- Meet Sheet



Meet Sheet – 90 days before meet (earlier the better)

- Meet Sanction Application – to PacSwim Office
- List of events for each day – coaches input is critical
- Balance the yardage swim/ age group/ day
- Distance events on Friday – 400 IM/500 Free?
- Start time on Friday
- Segregate deck area for swimmers and coaches
- Parent set up area

Meet Director- Meet Sheet



Order of Events:

Don't:

- start meet with 12 & under events
- start meet with 25 or 50 yard/meter events
- bunch all 50's events during lunch time

Do:

- start with 200 Free or Backstroke
- start with older age group

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Meet Director- Meet Sheet



Order of Events:

- Plan good interval between events of same age group
- Put 15-18 longer events at the beginning of meet
- Put open distance events at end of meet
- Consider different days for girls/boys for open distance events
- Plan for shorter Sunday session

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Meet Director- Meet Sheet



Corollaries of swim meet

- 100 Free has the most number of swimmers
- 25/50 breast stroke – most number of DQs-
- More girls than boys
- More events with odd number of heats than even #
- Meet runs smoother swimming Fast to slow
- Girl/Boy course configuration more efficient than odd/even and with less problems
- *More problems come up right after shift change*

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Meet Director- Meet Sheet



- Class of meet
 - Days of meet
 - Course configuration
 - # of events per day
 - Restrictions
 - Eligibility
 - Entry closing date
 - Include permissive languages – up to 16 lanes, etc
- Contact Zone Sanction Chair for the latest required wording for meet sheet
- Send Draft to Meet Referee – when complete

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Meet Director- Meet Sheet



Set up Meet in Swim Connection once the order of events is set

- It may take longer than you anticipate
- Test SC setup
- Meet cannot go live until meet sheet is sanctioned or other Zone restrictions.
- Meet cap for closing ?
 - preset number of entries
 - time line based
 - no cap
- Call for help with Swim Connection

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Meet is open – accepting entries

- Monitor timeline all through the entry period
 - Close entry for age group meets and on occasion Senior meets
 - Notify Meet Referee if runaway entry or low entry
- Close communication with meet referee

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Entry is closed – 10 days before meet

- All mail in entries entered into system
- SDIF file to:
 - Computer operator
 - Registration check
 - Time verification
- Calculate time line – volunteer coordinator (be flexible)
- number of teams/day - hospitality
- number of swimmers/day – snack bar/vendors
- number of swimmers/team/day – timing chairs/Officials

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Meet Director-Team Leads



Marshal

- Parking lot
- Reserved parking
- Drop off area
- Traffic control
- Warm up area
- Pool deck set up restrictions
- Safety check
- Safety patrol

Facility

- Set up day before
- Test timing equipment
- Test computer communication
- Re-test set up every morning
- Power requirement for vendors
- Non-emergency Police phone contact number
- Locate available land line in facility

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Meet Director-Team Leads



Clerk of the course

- Early set up
- Pencils & rulers
- Traffic flow
- USA-S membership forms
- Heavy staffing early, trim staff later in the day

Awards

- Set up later in the day
- Traffic flow
- Low staffing early, heavy in the afternoon
- Extra help near end of meet
- Encourage Award pick up through out the day
- No mailing after meet?

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Meet Director-Team Leads



Office coordinator - runners

Out bound paperwork

Time critical

- Heat & lane assignment
- Ref & Colorado sheet
- Lane timer sheets
- Announcer
- Chief Judge (optional)

- Results-posting
- Announcer
- Awards

In bound paperwork

- Ref & Colorado sheets
- Lane timer sheets

Not always available at the end of an event

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Meet Director-Team Leads



Program:

- Sales
- Officials programs
- Coaches programs –
 - credential check - verifying Deck Pass – issue wrist bands ID
 - lunch tickets

Volunteer/Floaters

Volunteer coordinator – recruit, schedule, emergency fill ins – interface with team leads

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Day(s) before the meet:

- Verify Facility is set up according to plan
- Deck and Office equipment are in place
- Check weather forecast
- Contact local Law Enforcement – remind them of the meet and the expected number of attendees – request occasional police presence – drive by or walk through and/or around venue
- Local parking restriction signs
- Check with team leads to help anticipate problem(s)
- Life Guards – adequate staffing according to timeline

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Day of the Meet:

- Walk around – confer with team leads, last minute items
- Greet Meet Referee – status update, go over anything that is out of the ordinary
- Facility walk through with Meet Referee- check in, hospitality, heat and lane posting, results posting, first aid, announcer, awards, landline phone location and phone number
- When does the meet referee want National Anthem
- Check area with most activity – see if they need help

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Day of the Meet:

- Participate in officials meeting, thank the officials and let them know where is hospitality
- Participate in coaches meeting, let them know where is hospitality
- Be available and visible, be on deck 10 min before the meet starts
- Breathe a sigh of relief when first heat is in the water
- Always consult with your Meet Referee with a meet question before answer – ensure both are on the same page

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Day of the Meet:

- Walk around the facility, keep an eye out for safety issues
- Check with your team leads, thank your volunteers
- Check in with Meet Referee every now and then
- Make sure your whereabouts is known in case of incidents (radio) – update Meet Referee
- Don't get bogged down in any one area fixing problems, if problem cannot be solved in minutes, delegate
- Do not leave venue - delegate second in command if need be
- THANK EVERYONE

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After the meet:

- File results away, store in easily retrievable place
- Meet Summary Report to Meet Referee
- Make sure on site registration forms and fees are sent to Registration at PacSwim
- Results are sent to results@pacswim.org
- Equipment return
- Follow up with teams that have not paid (relays)
- THANK EVERYONE

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Things to be prepared for:

- The same question over and over again, no matter how many times it's been announced or repeated in your meet sheet
- Parents: enough said
- Having to say "No" when you don't want to
- Always keep the swimmers best interest in mind
- Long, but rewarding days

Meet Director



Issues:

- Request for refunds
- Volunteers – no show/late
- Shortage of lane timers