

## 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
- Differences:
  - Application and approval process
  - Assignment of Officials
  - Meet Results

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## Meet Director



### 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 Director



### 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)

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## 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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## Meet Director



- 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 Director



### 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

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## 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?
- 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

## Meet Director- Meet Sheet



### Order of Events:

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

## 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

## 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 Director



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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## Meet Director



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
- 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

- 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/Floater

**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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## Meet Director



### 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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## Meet Director



### 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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## Meet Director



### 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 where about 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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## Meet Director



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 Membership at PacSwim
- Results are sent to [results@pacswim.org](mailto:results@pacswim.org)
- Equipment return
- Follow up with teams that have not paid (relays)
- **THANK EVERYONE**

## Meet Director



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