

Step-by-Step for the Meet Manager

Before the Meet:

1. Check with the Pool Director to confirm the arrangements previously made by your team for the hosting of this competition (pool, office space, officials' room, hospitality room, etc). Hopefully these bookings were made following SNB's May/June Planning Meetings.
2. Contact the Chair of the Technical Committee for assistance in beginning the preparations for your meet. Discuss with the committee your meet budget, format and other points needing clarification.
3. Check the **Meet Schedule** and the **Meet Policy Guide** to confirm the type of meet you are preparing to host (Fun Meet, Development Meet, Championship, etc.).
4. Locate, if possible, a Meet Information Package from a previous year whose format you and the Technical Committee feel would work well for your meet. There is a variety of meets formatted, translated, etc. available through our web-site that, with slight changes (names, dates, etc.), can be ready for use.
5. In consultation with the Technical Committee determine the:
 - A. **Meet Entry Standards** - qualifying or de-qualifying
 - B. **Meet Format** - Time Finals, Heats&Finals, etc.
 - C. **Meet Schedule** - Warm-ups, Starts, Session Times
 - D. **Order of Events** - frequently the Head Coach of the host team is involved in these decisions if the meet is a Fun Meet;
 - E. **Scoring System and Awards** - Team? Individual? Achievement? Placing? medals? ribbons? banners? cost involved?
 - F. **The facility description** - length of course, number of lanes, warm-up area, electronic timing, etc.)
 - G. The availability of **accommodations** (billeting, hotels offering special rates, etc.) (if visiting officials needed, try to get complimentary rooms, based on team occupancy)
6. Submit a draft of the Meet Information to the "Technical Committee" **at least seven (7) weeks** prior to the first day of the meet. It frequently takes several revisions before all are satisfied with the package.
7. Apply for **Meet Sanction**: Submit the completed **Sanction Application Form** (<http://swimnb.ca/sanction.html>) and the Sanction Fee and the Meet Information (approved by the Technical Committee) no later than **seven (7) weeks prior** to the competition. You will need to identify a qualified Meet Manager, a Major Official (Senior or Master Official) (*who is willing to assist with all aspects of the meet*) and several other officials having Level II - V Certification. in order to complete the Sanction Application Form. The application will be approved when the Technical Committee is satisfied with the package

Delegate specific responsibilities:

Computer Operator: this is a key responsibility to the running of a meet, with involvement prior to, during and after the competition. **SNB uses HY-TEK Meet Manager software for all meets.**

Billeting: responsible for the housing of visiting swimmers with club families.

Officials: responsible for seeing that the meet is well staffed. Club Officials' Coordinator would be logical delegate for this job; must ensure adequate qualified officials attend. May need to budget for out-of-town officials if host roster is not adequate

Hospitality: responsible for the care and feeding of coaches and officials; should secure donations as much as possible.

Publicity: responsible for establishing procedures with TV, newspapers, radio, etc. for pre-meet and post-meet coverage

Marketing/sponsorship: responsible for obtaining financial (or other backing for meet - goods and/or services from groups or businesses). Could work with "Hospitality" for supplies for the Hospitality Room.

Awards: responsible for ordering and obtaining awards appropriate to the competition, keeping the Meet Budget in mind; then for preparing the awards for distribution/presentation at or following the competition (Computer Operator will generate awards' labels.)

Sales: responsible for the selling of any articles (meet T-shirts, souvenirs, etc.) or running canteen for club profit. Should also work with "Marketing / Sponsorship" for assistance.

Other responsibilities: may be delegated according to the structure of the meet and the wishes of the Meet Manager or the Meet Organizing Committee.

9. At least six (6) weeks in advance of the meet, send copies of the Meet Information (may be distributed electronically to those having internet access) to:

each invited club

each Meet Committee Chairperson (Billeting, Officials, etc.)

your Major Official (named in your Sanction Application)

the Computer Operator (HY-TEK software must be used for all SNB Meets)

the provincial web-master

the Section Office

If distributed electronically be sure to confirm that the Head Coach/Team Manager has received the file.

10. Once the Computer Operator has set up the meet using **the most current version** of HY-TEK Meet Manager (check with the Section Office), have him/her go to the File Menu and click on Export/Events for TM and follow the directions. Send the resulting file (Meet Set-up) to the Section Office (swimnb@nbnet.ca) and the provincial web-mistress (donruth@nbnet.nb.ca).

11. Check again with the Pool Director to confirm pool schedule, rooms needed, security people (to open and close facility on time each session), lifeguards, equipment (backstroke flags; lane ropes; starter's podium; electronic system; public address system; blackboard; tables for the Clerk-of-Course and the electronics operator; chairs for the off-starter and the announcer; a first-aid kit, wastebaskets, etc)

12. Check with the SNB Chair of Officials to confirm that there will be adequate officiating coverage. If not enough qualified officials are presently available from your own club, outside officials will need to be invited - **this will be a meet expense!** Every effort must be made to keep these costs to a minimum - complimentary rooms, meals, etc. should be sought out (perhaps "Marketing / Sponsorship" can help).

13. Organize all the equipment and supplies needed to run the meet. Check your team's "**Meet Boxes**" and ensure adequate supplies are on hand. (this responsibility can be delegated)

14. Make arrangements for office equipment: computer, printer, photocopier. A dot matrix printer will be needed if you are using entry cards; while a laser is nice to have for Timekeepers Sheets, postings, results, notices, etc.

15. Check with all designated persons to ensure they have their responsibilities well in hand.

16. Check by email or phone with all invited clubs to make sure they have received the info and to get a count on expected entries.

17. All NB clubs must submit their entries using HY-TEK software. For those still sending grids (out-of-province clubs only), these should be included in your Meet Manager's Binder. Few meets require the entering clubs to provide entry cards, but in the event that this is so, the grids overrule the entry cards if there is a discrepancy. Assure that all entry times fall within the standards set for the Meet and that each swimmer is entered in no more events than allowed by the Meet Rules.

18. Prepare Meet Programs (Psych Sheets) for:

- | | |
|--------------------------------|--------------------|
| 1. Coaches (1 per 15 swimmers) | 4. Meet Manager(s) |
| 2. Referee | 5. To sell |
| 3. Computer Operator | |

The Meet Program or "**Psych Sheet**" (the full meet - a list of swimmers in each event according to their entry times) is prepared once all entries are received and entered. (usually copied several days prior to the start of the competition)

19. If the meet is to be "cardless", the Timekeepers' Sheets should be pre-printed with grids for recording splits (on the page backs). It has proven helpful to use different coloured paper for female events and male events.

20. After the Scratch Deadline the Computer Operator will seed the events and print the Heat Sheets/Finals Sheets for copying for the following:

1. Coaches (1 per 15 swimmers)	7. Meet Manager(s)
2. Referees (2)	8. Computer Operator
3. Chief Finish Judge	9. Chief Timekeeper
4. Clerk-of-Course	10. Electronics Operator
5. Stroke & Turn (6)	11. Major Official (named on Sanction Application)
6. Starter(s) (2)	12. Announcer

A hint: Simplify your life! Label each *free* "Psych Sheet/Program" and "Heat Sheet/Final Sheet" (those for Coaches and Officials) so that you will know who has and who has not received their copy!!

21. As soon as the Heat Sheet is printed the Computer Operator will print the Timekeepers' Sheets and the Chief Timekeeper will collate them and affix to the Timekeepers' clip boards.

22. A package should be prepared for each coach prior to Session 1. It should include:

- | | |
|---|--|
| 1. Psych Sheet (program) | 2. Heat Sheet for Session 1 (when ready) |
| 3. Scratch Forms | 4. SNB Warm-up Procedures |
| 5. Any special notices/info (Technical Meeting, meet breaks, facility rules, etc) | |

23. If using Entry Cards - prepare "Order of Events" Sheets for Timekeepers (1 per lane, affixed to clip-board). If the meet is cardless the Timekeepers will not need Order of Events Sheets. It is usually a good idea to make all your copies (for every session), at the same time (save with your Meet Supplies), then they are ready to distribute one session at a time.

At the Meet:

24. Run the mechanics of the meet while it is on. Assist the Referee in solving any problems that arise during the meet. He/she is the "boss", having the authority and the responsibility for all decisions.

25. Be the first one at the pool before each session (probably one-half hour **before the warm-up is to begin**). Setting up the deck and the office goes much smoother when your attention is not being sought by coaches, swimmers and officials.

26. Safety is a major responsibility of every Meet Manager; ensure that Warm-up Procedures are copied on bright (flourescent) paper and posted around the deck in conspicuous locations. Assign a minimum of 2 (25m pool) or 4 (50m. pool) **Safety Marshals** (at least one of whom is bilingual) to remain on deck for the Warm-up to assist the life-guards with deck control. Be sure to have "safety-arm-bands" or some other means of identification on hand to identify your Safety Marshals. At least one Safety Marshal should be a Senior or Master Official.

27. Confer with the Referee concerning the assignment of officials; here again, he/she has the final authority. Post the "Officials' List", with assignments in pencil (frequently changes must be made).

28. Check the "Hospitality Room" to make sure that the "Hospitality Committee" has things under control. Make sure it is understood that hospitality is extended to **both** coaches and officials.

29. Check the pool deck to ensure that all is in place for the start and that your "Safety Marshals" are in place.

30. Check the "Results Room" (Computer Room) to ensure that the officials there have the necessary equipment in place.

31. Make note of any items that should be included for mention at the "Technical/Scratch Meeting", set the time for the meeting (check with your Referee) and announce the time and place for the coaches and the required officials (Clerk-of-Course, Referee, Chief Finish Judge).

32. Carry your "Meet Binder" wherever you go. This should contain the material listed on the page "Meet Manager's Binder" plus any notes or comments, questions or areas of concern that may have been brought to your attention.

33. As the meet progresses, check constantly with the Referee, Chief Timekeeper, Clerk-of-Course, Chief Finish Judge and Computer Operator to be sure all have the assistance they need and are having no problems.

34. Ensure that postings are being **properly proofed** and posted in a timely manner, usually in two places - one for the swimmers and coaches, one for the parents. Also have copies made for the announcer, the awards people and the person looking after publicity.

35. Be available for any Coach or Team Manager who may have a problem.

36. **SMILE!!** Be friendly and courteous. These people are **all here by invitation** - swimmers, coaches, officials. A pleasant atmosphere is a plus at anytime!

After the Meet:

It's over! But not for you!

Have a "take-down crew" ready to help with post-meet clean-up. The pool-deck, meet offices, hospitality rooms will all need to be returned to their normal conditions. Equipment and supplies will need to be restored and readied for the next competition.

Have the Computer Operator save the results in a variety of formats for distribution to:

1/ person doing publicity (**as requested**)

2/ the SNB Office - a backup of the meet to - swimnb@nbnet.nb.ca

The Executive Director will upload the results to SwimDirect.

Some coaches will want their results on disk prior to their leaving for home. Have a supply of floppies to allow you to provide this service. They can, however, download results directly into their HY-TEK logs from SwimDirect. www.swimdirect.org/meetmgr

Within six (6) days of the last day of the competition, submit the form and a cheque for Provincial Subsidies to the Section Office made payable to "Swimming New Brunswick".

Complete a **financial statement** for your club executive showing all income and all expenses. Include receipts for payment of pool rental, office equipment rental, photo-copying, etc.

Now you can rest, and start to get ready for the next one!