



## Meet Manager Position Description

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### Overview

The overall role of Meet Manager is to manage the meet hosted by the Red Deer Marlins and delegate tasks to individuals or committees. The Meet Manager also determines the need for ribbons and medals off-season (in January/February) and orders as necessary with spending approved in advance by the Board.

### Responsibilities

#### Pre-Season or Early Season

- Works closely with the Officials Director, Head Coach, Electronics Team, and Social Committee Director.
- Monitors progress and reports regularly to the Board of Directors at meetings of the Board.
- Sets the budget for the Red Deer Swim Meet and accounts to the Board for same.
- Works with the Board and Region to determine the date and type of meet.
- Works with the Vice President to determine facility requirements and limitations and services and negotiate costs for booking.
- Coordinates with the City of Red Deer and Alberta Infrastructure to book specifics for the meet.
- In consultation with the Board, determines whether garment or aquatic supplier vendors will be invited and if applicable, negotiate revenue sharing options.
- Runs a “mock meet” or “mini meet” if the Board decides to run one of these.
- Works with the Equipment Manager and Electronics Team to ensure equipment is in good working order and meet information is loaded for the meet. Purchases any office supplies needed for the meet (e.g., pens, paper, etc.). Obtains donated necessary supplies (e.g., mats, printer/copier).
- Enters information as required into Swimming Canada and Swim Alberta/ASSA to list meetings, apply for sanctioning, and provide meet information.
- Engages a referee.
- Works with the Social Director to ensure there is an adequate supply of water, coffee, cold drinks, a meal for officials and coaches, and snacks. This may include working with sponsors to help offset the meet costs and determining if food and beverage vendors will be invited.
- Provides information to coaches and club presidents regarding the meet and answers questions from other clubs as necessary.



During the meet:

- Responsible for helping volunteers set up and take down the meet.
- Responsible for ensuring the smooth running of the meet (e.g., ensuring officials and coaches have what they need, reporting changes to referee, monitoring the running of the meet, etc.)

After the meet:

- Invoice all swim clubs that attended the Red Deer swim meet and send a copy to the Treasurer

Term: 2 years