**SwimMac Committees**

**Committee Name: Awards Committee**

**Purpose of the Committee:** Prepare ribbons for Marlin and Dolphin swimmers based on meet results

**Main Duties of the Committee:**

* + - * Arrive by the start of the meet
			* Gather ribbons and other supplies from the Meet Management closet
			* Determine from the Meet Announcement how many ribbons will be awarded
			* As results are reported and stickers printed, apply stickers to ribbons denoting place of finish
			* Place ribbons for MAC swimmers in swimmer folder
			* Place ribbons for visiting teams in plastic bags to be distributed to visiting coaches after the meet
			* Order supplies as required (ribbons, etc.) and provide notice prior to ordering

**Committee Name: Hospitality (and Food Truck) Committee**

**Purpose of the Committee:** Setup and serve meals to the Officials, Coaches and Meet Management Volunteers; Provide drinks and snacks on deck for the timers, coaches, officials, high tech team, and life guards; Coordinate Food Trucks for concession at SwimMAC hosted meets.

**Scope:** All SwimMAC hosted meets at Latin, HFFA and MCAC locations (including NC Age Group or NC Senior Championships)

**Main Duties of the Committee**

**Meals / Food Management**

* + - Coordinate, order and manage the catering of all meals (including Budget)
		- Work closely with local vendors on food catering
		- Manage expenses by providing receipts used for Harris Teeter Card and SwimMAC Credit card to SwimMAC accounting department
		- Manage out of pocket expenses for items purchased by submitting reimbursement requests timely following the SwimMAC reimbursement process
		- Plan and purchase all drinks, snacks and supplies for the swim meets
		- Manage the Hospitality pantry and room
		- Ensure all leftovers are made available to the SwimMAC staff and thrown out after agreed upon timeframe with coaches
		- Arrive early to the Swim Meet (or night prior) to setup the Hospitality Room with tables, chairs and decorations as necessary
		- Clean up and take down tables and chairs in Hospitality Room at the end of the meet
		- Potentially pick up food and bring to meet location if delivery is not available by vendor
		- Create / print volunteer name tags for swim meets
		- Print meet timeline / heat sheet for each meet

**Committee Name: Meet Director Committee**

**Purpose of the Committee:** Work with other committees, officials and coach-in-charge and facility personnel to facilitate the smooth running of swim meets hosted by SwimMAC.

**Main Duties of the Committee:**

* + - * Read meet sanction prior to the meet to familiarize yourself with the structure of the meet.
			* Arrive 45 min-1 hour prior to meet warm-ups.
			* Post directional signage around facility, take extra paper to “crow’s nest” for Hytek & Colorado.
			* Check-in with Participation Host and go over any empty volunteer spots and make a plan to fill those spots. Meet Directors can adjust volunteer positions as needed.
			* Check the day’s events - distance events will require the counters to be placed on deck prior to that event.
			* Check-in with Clerk of Course - Positive check-in events like the 400IM, 500 Free, 800 Free etc will need to be taken to Hytek by COC for seeding. Once Hytek has completed seeding ensure all paperwork gets distributed:

Heat sheets for swimmers posted on walls

Heat sheets for coaches & officials distributed

Timer’s sheets distributed

* + - * Continue to check with Participation Host on volunteer status – make announcements as necessary.
			* Be present at timers meeting (always 30 min before meet start) make sure all timers are present that each receives their clipboard, pencils and stopwatches. Leave extra stopwatches & pencils on deck in case any break during the meet.
			* Play national anthem prior to any finals sessions.
			* Be present throughout the meet, troubleshooting as needed.
			* Ensure everything gets put away after the meet.

**Committee Name: Hy-Tek Committee**

**Purpose of the Committee:** Work with the Colorado Timing system chair to import times electronically from the timing system into the Meet Manager software. Make adjustments during the meet for reseeds, manual times, and disqualifications. Print results for posting and ribbons for Marlin and Dolphin meets.

**Main Duties of the Committee:**

* + - * + Check system to ensure it is operating correctly.
				+ Make sure printers are functioning properly.
				+ After the meet commences, import times from the Colorado timing system into the Meet Management software.
				+ Make adjustments to times based on guidance from Colorado operator or in the event a swimmer is reseeded in an event or disqualified in an event.
				+ Print results for posting.
				+ Print labels for ribbons for Marlin and Dolphin meets.
				+ Assemble timer sheets, disqualification records, and event/heat sheets for retention following each meet.

**Committee Name: Participation Host**

**Purpose of the Committee:** The purpose of this job is to check in all volunteers for a meet and compile the appropriate paper work. The Participation Host should feel comfortable talking to volunteers and visitors as you are often the first face for first impressions with volunteers and visitors.

**Main Duties of the Committee:**

* + - * Arrive 45 minutes prior to warm-up to begin signing in volunteers
			* Complete Lane assignments for timers and assisting with timers meeting
			* Track a list of volunteers for open spots or no shows.
			* Once meet is underway, double check all paperwork and file it in the meet squad book