



## 2011 FLORIDA SWIMMING ENTRY COORDINATOR APPLICATION

Florida Swimming, Inc., is currently seeking applications for an LSC championship meet Entry Coordinator. Applicants should possess a strong working knowledge of the HyTek Meet Manager software and USA Swimming's Online Meet Entry (OME) system. The successful candidate will be required to fulfill the following Responsibilities for spring and summer Florida Age Group Championships, Senior Championships and possibly other meets as needed.

- Create the MM .hyv file and have it ready for posting on the Florida Swimming website at the same time the Meet Announcement is posted.
- Create the set-up for OME; monitor entry progress; assist coaches with entry problems; prove times; maintain an objective standard for entry rules and enforce the rules; and report to the Florida Swimming Executive Director, Meet Referee and Meet Director any problems.
- Import entries from OME into Meet Manager 3. Immediately prepare and send all necessary paperwork for posting, including, but not limited to, psych sheets, entry fee report, team and athlete entry reports, timelines, etc.
- Prepare and send all meet operation paperwork to Meet Director, Meet Referee and Administrative Referee, as needed.
- Ensure safe and timely delivery of meet backup to designated meet scorer prior to the start of the meet.
- Be accessible by phone and email for questions and comments during the 10 days prior to the meet start date, including entry close date and period when times are being proven.
- Compensation: \$500 per meet.

**LSC Championships Entry Coordinator must be a member of USA Swimming  
and must successfully pass a USA Swimming background screen.**

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### APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_ Other Phone Contact: \_\_\_\_\_

Experience operating HyTek Meet Manager Software/Online Meet Entry system:

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Other Related Experience:

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**Please complete and return form by Monday, January 16, 2011 to: Helen Kelly, Executive Director**

**Florida Swimming Inc.**

**214 E. Washington St, Suite B, Minneola 34715**

**(O) 352-242-5145, (F) 352-242-5245.**