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Meet Management Team

Meet Director	Volunteer Coordinator
Meet Referee	Computer Team Lead
Admin Official	Safety Marshal
Entries Chair	Clerk of Course
	...and more!



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The strength of the team is
each member.

The strength of each member is
the team.

Phil Jackson

NBA Player (NY Knicks)
Hall of Fame Coach (Chicago Bulls, LA Lakers)



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How do you start?



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Meet Management Guide

Identify key personnel
 Meet Announcement DRAFT
 Sanction
 Publish Meet Announcement
 Reserve venue, arrange vendors, order awards



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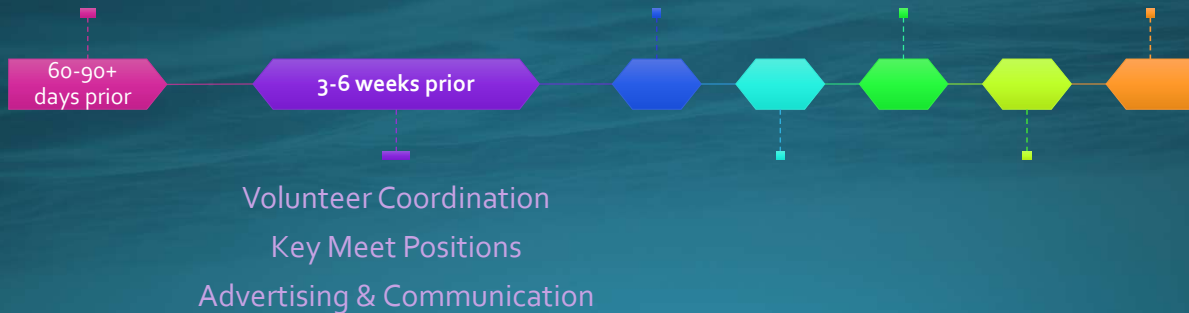
60-90+ days prior to meet:

- Identify key personnel: Meet Director, Meet Referee, Admin Official, Entries Chair
- Confirm venue
- Draft proposed meet announcement
 - should be reviewed by Meet Director and Meet Referee
 - check: order of events, scratches, seeding, scoring, relays, dates, etc.
- Submit draft meet announcement to Sanctions Chair
 - do not publish or distribute invite until sanction is approved – there could be revisions or changes required
 - don't forget to pay sanction fee
- Publish final meet announcement
- Arrange for vendors (logo, clothing sales, etc.)
- Order awards (allow sufficient lead time for on-time arrival)



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Meet Management Guide



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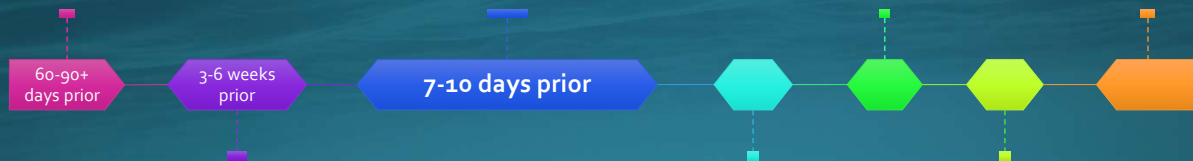
3-6 weeks prior to meet:

- Time to work on details
- Identify volunteer coordinator, fill major positions
 - computer table, concessions, hospitality, safety, chief timers, setup/breakdown crews, check-in for teams & volunteers, awards
- Solidify plans with Meet Management Team:
 - Check-in plan for teams and volunteers
 - Deck security (credential check, deck passes?, etc.)
 - Traffic flow / restricted areas
 - Parking
 - Marshalling of swimmers
- Advertising & Communication
 - emails to prior attendees, social media, websites, local media
 - coordinate volunteers from all teams – recruit, educate, fill the slots
 - goal = 80% slots filled by week before meet – fill skilled positions first!

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Meet Management Guide

Check and replenish supplies
 Coordinate with key volunteers
 Entries
 Vendors
 Venue Coordination



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7-10 days prior to meet:

- Check-in with your key volunteers:
 - Concessions & Hospitality: supplies, budget, plan for purchasing and storing perishables, plan for delivery & setup, menu/price list, money box
 - Computer Team: paper, labels, pencils, pens, highlighters
 - General: blue tape, batteries, sound system, scoreboard templates
 - Volunteer Coordinator: empty volunteer slots? how to fill? need to restructure volunteer plan? call for reinforcements?
 - Review plan for deck access & credentialling of coaches, volunteers, meet staff



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Membership Reconciliation:

- Completed for every sanctioned event
- Confirms that entered athletes are registered properly with USA Swimming and eligible to compete
- Important to ensure compliance with sanction and protect hosting organization from liability concerns

Times Reconciliation:

- Completed for meets with qualifying times
- Compares times submitted with entries with SWIMS database to confirm that entry times are valid, official times
- Does NOT check to make sure times are qualifying times– that is accomplished by the entries chair in Hytek during processing of meet entries



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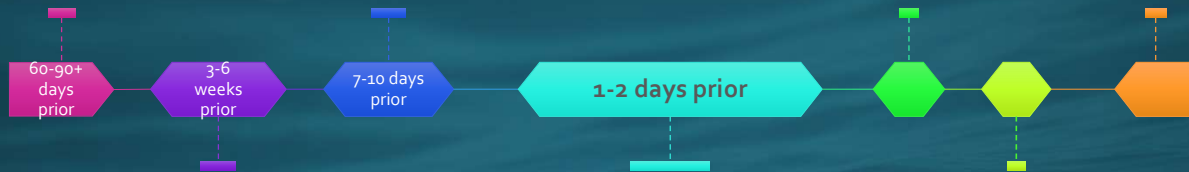
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 - Computer Team: paper, labels, pencils, pens, highlighters
 - General: blue tape, batteries, sound system, scoreboard templates
 - Volunteer Coordinator: empty volunteer slots? how to fill? need to restructure volunteer plan? call for reinforcements?
 - Review plan for deck access & credentialling of coaches, volunteers, meet staff
- Entry Chair / Admin Official
 - Reconciliation files: membership (always), times (if qual times for meet)
 - Referee review: timeline (breaks?), heat sheet, seeding, psych sheet
 - Send athlete names to apparel vendor (if applicable)
- Follow-up / confirm plan & timeline with venue
 - create/print signage for information and traffic flow



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Meet Management Guide



Reminders to volunteers
 Review & communicate relay process
 Team Folders
 Confirm all recons are cleared
 Info email to coaches and key volunteers
 Copies: heat sheets, volunteers, meet announcement
 Team Entry Report (entry fees)
 Cash for money box (Concessions)



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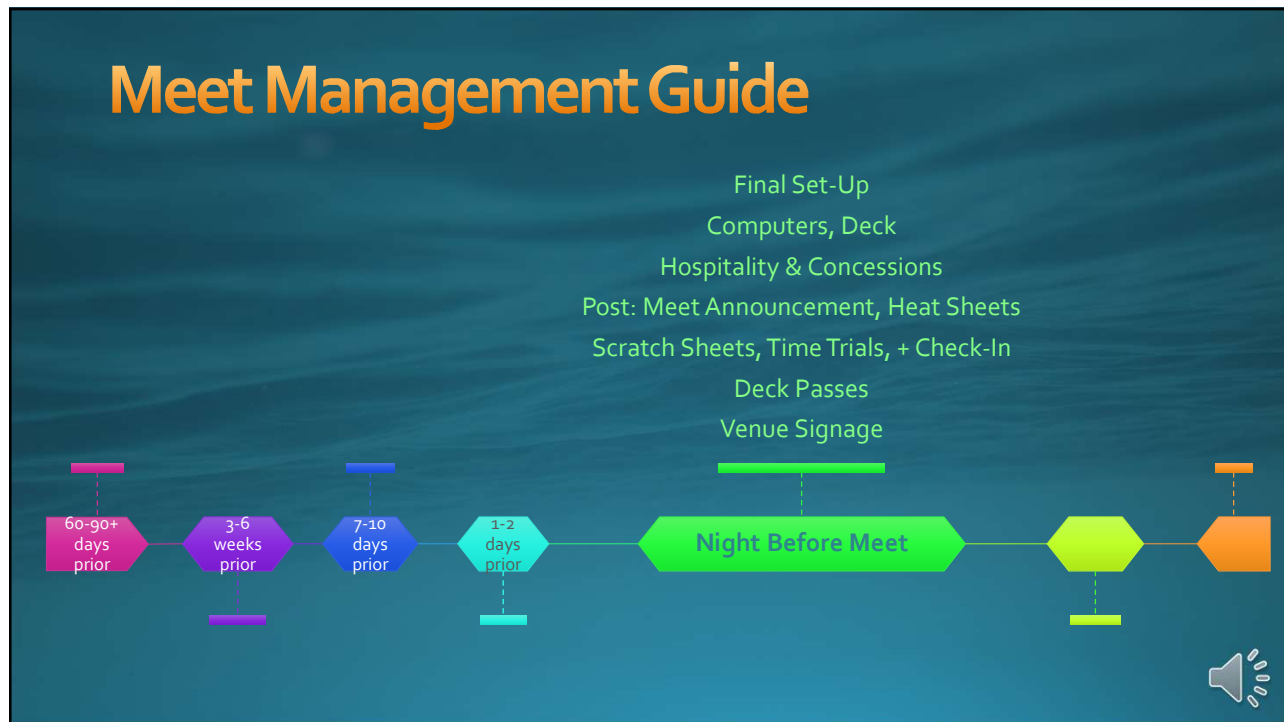
1-2 days prior to meet:

- Check in with volunteer leads: Referee, Computers, Volunteers, Hospitality, Concessions, Deck Access, Awards
- Confirm relay processes (Meet Ref & Computers)
- Team Folders (protest forms, all teams?, heat sheets)
- Confirm all recons (membership and times) are cleared
- Info email: invite, timeline, warmups, meeting times, special instructions, parking, arrival procedures, + check-ins, relay and scratch instructions
- Copies: heat sheets (1/2-2/3 total swimmers, less if using Meet Mobile), meet invite to post, volunteer list and assignments (with officials)
- Team Entry Report (entry fees per team)
- Concessions money box and cash



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Meet Management Guide



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Night Before (or early AM of) Meet:

Final venue set-up:

- computers, pads, timing equipment, deck cables, watches, clipboards, chairs
- Post: venue signage, meet announcement, session 1 heat sheets, scratch sheets, positive check-in, time trial sign-up
- Check in with key volunteers:
 - Meet Referee (starter plugged in?, radios?, last minute info)
 - Computer Team (batteries in Dolphins?, adequate paper & labels?)
 - Venue Staff
 - Volunteer Coordinator
- Concessions & Hospitality
- GO TO BED

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Meet Management Guide



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It seems like now is a good time to **panic**. It is not.

Take a deep breath.

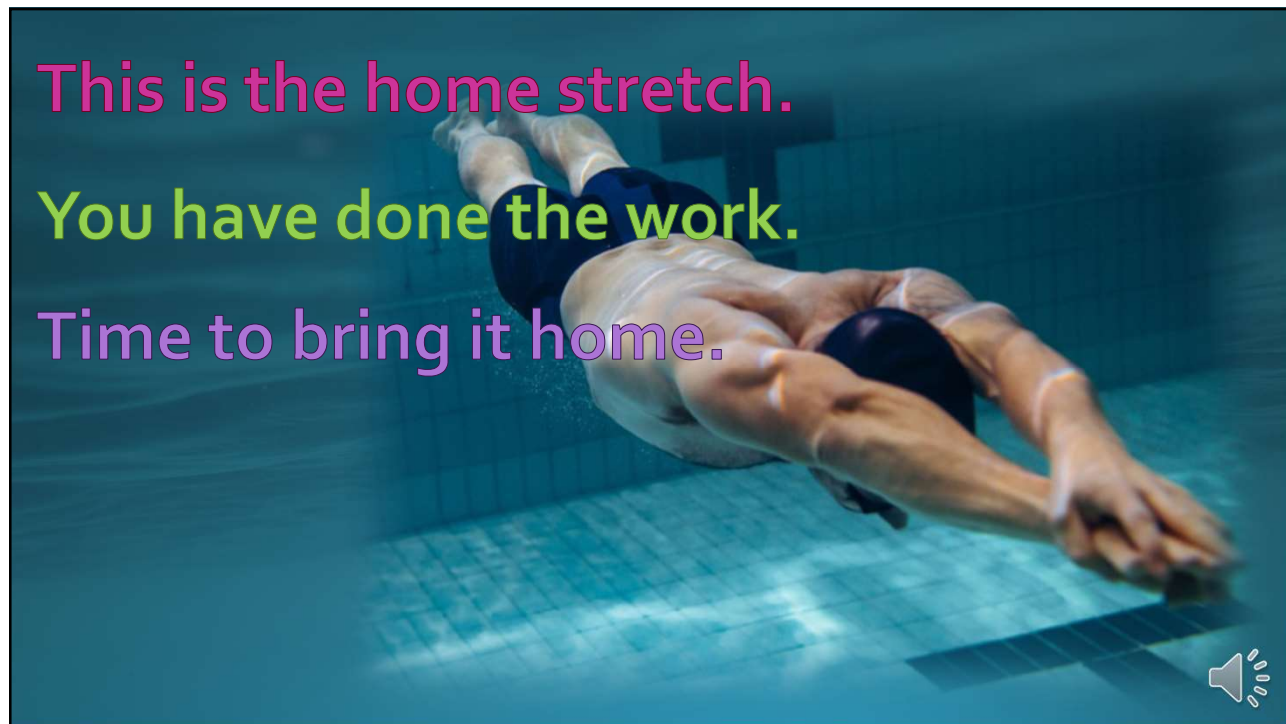
Things are moving really fast right now, but you are a **team**, and...



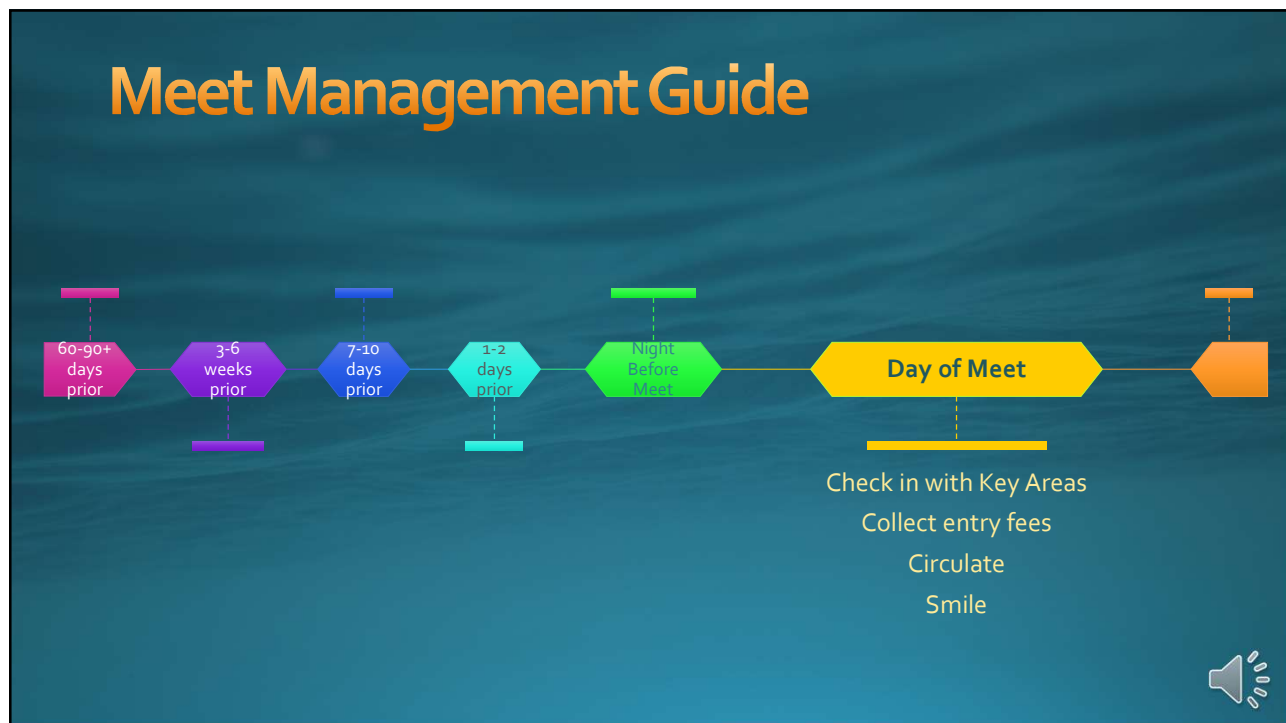
... you are **ready**.



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Day of Meet:

- Eat. Hydrate. Arrive early. Put on your name tag.
- Check in with Key Areas
 - Check-in, Meet Referee, Computers, Scoreboard on?, Awards, Hospitality, Concessions, Lifeguards/Venue Staff
- Collect entry fees
- Assist as needed: lane timer sheets, check-in, hospitality– wherever needed
- Circulate. Double back. Check again.
- Smile.



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Things may happen. It is OK.

Do the best you can.



"It was out of my control so I just [did] as best as I could with what was happening at the moment."

Lydia Jacoby, Olympic Gold Medalist



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Day(s) of Meet:

- Eat. Hydrate. Arrive early. Put on your name tag.
- Check in with Key Areas
 - Check-in, Meet Referee, Computers, Scoreboard on?, Awards, Hospitality, Concessions, Lifeguards/Venue Staff
- Collect entry fees
- Assist as needed: lane timer sheets, check-in, hospitality– wherever needed
- Circulate. Double back. Check again.
- Smile.
- If multiple day meet: check all areas at end of day, secure money, perishable foods, valuables. Recharge starters, check batteries on microphones, Dolphins, etc. Make sure you have a backup of meet file. Eat. Sleep. Repeat.



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Meet Management Guide



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After the Meet:

- Results: certified by Referee, distributed to teams, local media, AKSI Times Chair (with backup up meet)
- Awards all distributed
- Return venue to pre-meet state
 - pay special attention to food items, anything borrowed, high-value items
- Pay venue
- AKSI Post-Meet Checklist
 - click-by-click instructions for all reports and forms that should be submitted
- AKSI Financial Summary Form (Invitational or Championship)
 - requires communication with multiple volunteers
- Notes for next time
 - of course there is going to be a next time... you are a seasoned, experienced volunteer now!



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Don't forget ...

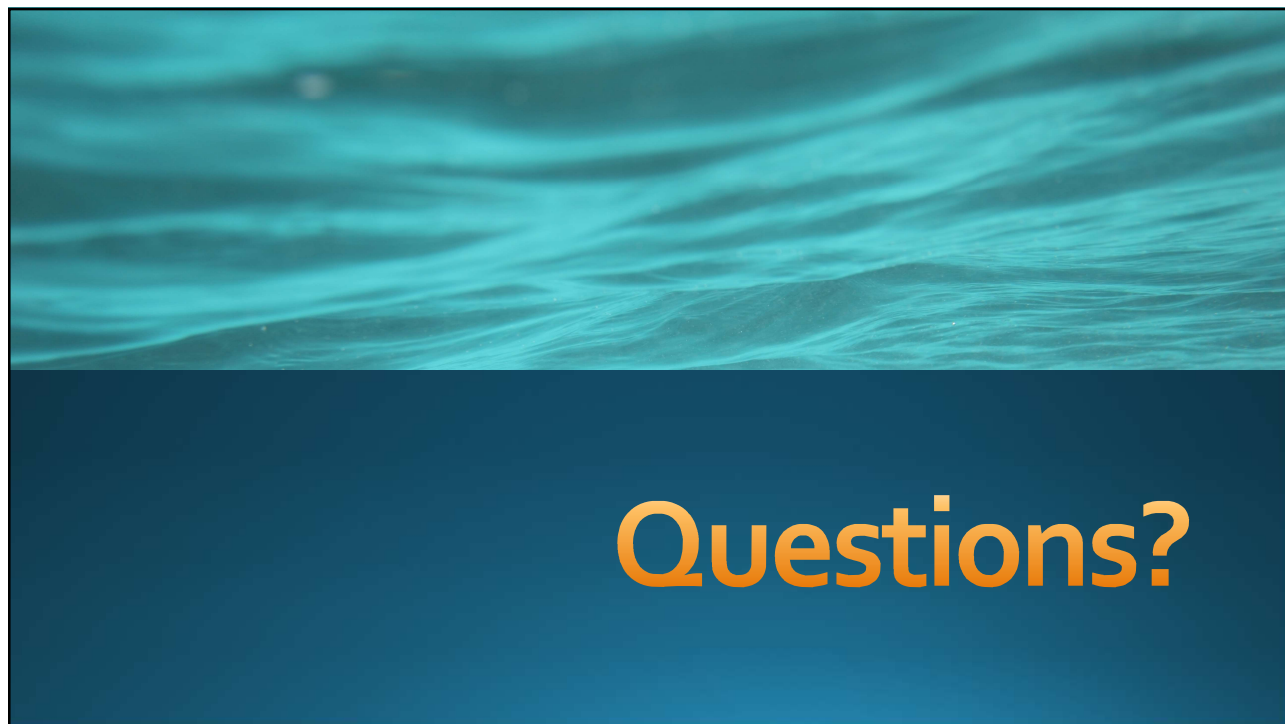


say **thank you**

celebrate with
your **team**



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