RESPONSIBILITIES OF THE MEET DIRECTOR
10/6/2001

A. Step 1 – well before the meet date (approx. 45 days)
I<u>f you have any questions about organizing your meet or composing a meet invitation consult the Technical Planning chairman.</u>

1. Determine who will process your meet entries (Meet Entry Person). That person must be computer literate, have (or have access to) a computer and printer and be familiar with the HYTEK Meet Manager program your team will be using.

2. Prepare your meet invitation. If in doubt examine an invitation from another club. **The following sections should be included:**
   - **a. Sanction**
   - **b. Location**
   - **c. Facility**
   - **d. Host Club**
   - **e. Eligibility – who may come**
   - **f. Format – who will swim at what time, warm-up times and start times.**
   - **g. Entries - how many events per session, any special qualifications and when and to whom they should be sent.**
   - **h. Fees – any special fees, event fees, swimmer surcharge.**
   - **i. Awards – how events will be awarded, with or without separate age groups broken out.**
   - **j. Penalties – penalties for non-registered swimmer and for fraudulent entry times.**
   - **k. Rules – USA Swimming Rules and Regulations (proper year).**
   - **l. Officials – Include name of meet referee and name and contact information for your club officials chairman.**
   - **m. Safety – warm-up safety procedures.**
   - **n. Meet Director – address and phone and email**
   - **o. General – directions, parking, heat sheets and canteen provisions. Any other information required by your particular venue.**
   - **p. Schedule of events by session.**

3. Submit draft of the meet invitation, including confirmed name of referee on form provided, and the sanction application with $20.00 fee to the **Administrative Chairman** and the draft invitation alone to the following VSI officers:
   - **a. General Chairman**
   - **b. Technical Planning Chairman**
   - **c. Age Group Chairman**
   - **d. Senior Chairman**
   - **e. Registration Chairman**

   This may be done by email, fax or regular mail. Email is preferred. Drafts will be reviewed and you will be informed of changes recommended by the above officers. When the Technical Planning Chairman receives a **revised** invitation, the sanction number will be issued. Turn around time for approval usually is 7-14 days.

4. As soon as she is informed of the meet director's name, Louise Limerick will send him/her a list of addresses of the teams to receive invitations.

B. Step 2 – before entries due date (preferably before the invitation goes out so a file of events can be included with the invitation)

Have your entries person set up the meet on Meet Manager as specified in the invitation, events in correct sessions, events divided by age group if necessary, and any scoring set up if applicable. Include meet fees and surcharge. **If you are uncertain how to do this consult the Technical Planning Chairman.**

C. Step 2 – 30 days before meet (if possible)

1. Send a copy of the approved invitation to all VSI officers (listed separately), **your meet referee,** and each club eligible to attend the meet. **Email may be used. Confirmation of receipt of the invitation should be requested.** Invitations may also put on your team web site. The VSI webmaster can post a link to your site on the VSI web page. Directions to your pool and local hotels may also be placed on a web site.

2. A file of meet events for direct loading into Team Manager should be Included in the invitation email.

3. Arrange with the Colorado Timing System Chairman in your geographical area for use of the system.

4. Arrange for the necessary certified officials. (**The club officials chairman** may do this. The **meet referee** should be consulted also.)

- a. Referees – 1-2/session
- b. Starters – 1-2/session
- c. Stroke & Turn judges – 6 or more/session (unless a very small meet)
- d. Administrative table workers – 1 CTS operator, 1 Timing judge, 1 Recorder (if individuals have cross training in these areas it is very helpful. Also a 2nd Timing judge is useful for 12 & Y sessions.)
- e. Clerk of Course – 1/session (assistants as needed)
- f. Head Timer – 1/session
- **g.** Marshals **(must be members of USA Swimming, instructions for Marshals included on separate page)**
- h. Other helpers –, ribbon writers, lane timers as needed

5. Plan for pool preparation – when and where the CTS will be set up, who will program it, the location of public address system, hospitality, snack bar, swim shop (if appropriate). Consider how swimmers will be called to the blocks and decide if you need additional help for younger swimmers. Also plan for needed supplies – DQ cards, watches (at least 1/lane plus 2 extra), gun or bell, counters, pencils, paper, labels etc. A computer for scoring and at least one printer, in addition to the one for the CTS, will be necessary.

D. Step 4 – after receipt of entries (1 week ahead of meet)

1. Check email files, computer disks, and Master Entry Sheets (manual entry) for accuracy in regard to time standards and age groups. **Resolve problems with the clubs concerned.** All entries must include official USA Swimming registration numbers. LSC for each team should be listed. **Hard copy of email and disk entries and fees should be received prior to the meet.**

2. After all clubs are entered prepare the following reports: including in the meet header the meet date, course (25 yards, 25 meters, or 50 meters), and sanction number.

- a. Time lines for all sessions. (usual interval between heats is 30 sec.) If there are problems with the 4 hour rule or with sessions that are too short – **<u>CONSULT THE TECHNICAL PLANING CHAIRMAN IMMEDIATELY.</u>**
- b. Warm up schedule – remember that number of swimmers/team varies by session.
- c. Psych sheet or Heat sheet (if pre-seeded meet). May be posted on a website if desired. Remember to print extra copies for coaches and officials.
- d. **Registration report for Registration Chairman.** (List of swimmers and registration numbers) Look under File – Export- USS registration in Win-MM. Send to registration chairman to be received several days before meet. May be sent by email.
- e. Timer cards or Lane timer sheets.
- f. Swimmer rosters (2) 1 for scoring table and 1 for Clerk of Course.
- g. Information for coaches – team roster, list of team entries (individual and relay).

E. Step 5 – 1 or 2 days before meet

Bring your meet referee up to date. Tell him the availability of other officials, number of swimmers, time lines for the various sessions and any unresolved problems.

F. Step 6 – Meet day

Turn over technical control of meet to referee. Provide him with a heat sheet, a list of officials, and session length data. Have marshals present before warm-up begins and announcer available early to call for coaches, officials, and timers. Make sure meet supplies for head timer, referee, and clerk of course are available, including all necessary forms, DQ cards, relay take-off slips, gun or bell and counters if required. Remain readily available in case of questions or problems. ENJOY THE MEET.

G. Step 7 – At end of meet

1. Provide teams with meet disk if entries were made on disk or email. Remember to have a few extra disks. Instructions for preparing disk are in the following section.
2. Arrange for return of CTS. **Be sure to document any problems and malfunctioning equipment.**

H. Step 8 – After the meet

1. Prepare the hard copy results for any team that has specially requested them. Mail 1 set of printed results, if requested, to the VSI office manager (Louise Limerick). **The results database should be sent to her by email as soon as possible. Results must be sent out no more than 7 days after the meet. 1 or 2 days is preferable.**
2. Prepare and mail financial report. This is due in **30** days.