



## **EVENT (MEET) MANAGEMENT COMMITTEE**

The Meet Management Committee is a sub-Committee of the Swimming Committee with the task of running all Swim England SW Regional swimming competitions.

Appointment made by: Swim England SWR Swimming Committee on an Annual basis at June meeting.

### **Duties of Event (Meet) Manager**

1. To convene a maximum of 2 meetings per year.
2. To prepare and circulate the agenda to members of the committee (see below)
3. To take minutes of the meeting and circulate to members and Swimming Committee.
4. To keep record of all Event (Meet) Management Committee minutes.
5. Attend swimming committee meetings and others on request
6. To liaise with all persons involved in the running of the galas.
7. To liaise with pool managers in conjunction with the Admin & Events Coordinator.
8. To ensure there are sufficient helpers to run the galas appropriate to the competition.
9. To supervise refreshments for officials in conjunction with Admin & Events Coordinator.
10. Attend all competitions (or appoint a deputy and brief) to ensure events run smoothly.
11. Organise and supervise helpers on the day.
12. Organise presentations.
13. Deal with any issues that arise on the day.

### **Composition of Committee:**

Meet Manager Secretary

Admin & Events Coordinator

Technical Director / Promoter

3 Assistants appointed by the Swimming Committee

Plus

Regional President

Management Board Chairman

Finance Officer