



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 October meeting.

Duties of 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 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 Co-ordinator.
8. To ensure there are sufficient helpers to run the galas appropriate to the competition.
9. Book refreshments for officials, helpers and guests attending the gala
10. To supervise refreshments for officials in conjunction with Admin & Events Co-ordinator.
11. Attend all competitions to ensure events run smoothly.
12. Organise and supervise helpers on the day.
13. Organise presentations.
14. Deal with any issues that arise on the day.

Composition of Committee:

Meet Manager
Admin & Events Co-ordinator
Swimming Secretary
Swimming Finance Officer
2 Committee members

Plus
Regional President
Management Board Chairman
Finance Officer

TASKS ON THE DAY

Receive volunteer names from Administration and Event Controller then complete schedule showing allocation to roles for each day
Allocate volunteers to front desk where they are to meet and greet spectators
Front desk volunteers to receive money for entry passes and programmes from Data Controller
Front desk volunteers to issue coach and club paperwork received from Administration and Event Controller
Meet all volunteer warm up marshalls and issue High Viz to them
Meet poolside marshalls, issue with High Viz and advise them of their role
Meet trophy controller and set up desk with volunteers for medals
Meet Data Recorder and ensure they have everything they need for the days events
Meet young volunteers and allocate roles
Before day ensure good knowledge of catering requirements, swimshop and any special guests arriving
On the day meet caterers (booked by Administration and Event Controller) and show them where to set up
On the day meet swim shop (booked by Administration and Event Controller) and show them where to set up
Meet and Greet VIP's and pass them on to president/deputy after Issuing accreditation for the day Liaise with Trophy controller to ensure VIP's aware of presentation times etc Advise announcer of VIP information
Organise presentations including liaising with announcer and dignataries
Warm-Up: Ensure adequate provision and marshalling.
Appoint sufficient competent persons (each of whom shall be a member of an affiliated club) to organise and supervise warm-up and swim-down sessions during the period of hire and brief them on the safety aspects of their duties.
Deal with any housekeeping issues that arise on the day.