



MEET ORGANISER

This could be a job-share with different people covering the three pools used in the Region – Plymouth, Millfield and Hengrove

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 Organiser

1. To convene a maximum of 2 meetings per year.
2. To prepare and circulate the agenda to members of the committee
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.
11. Attendance at 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.