

# CHAMPIONSHIP - LARGE MEET ADMINISTRATION

The following is offered as a guide for anyone hosting a large invitational meet or championship meet. These are only suggested guidelines.

## I. MEET DIRECTOR

### A. PRE-MEET RESPONSIBILITIES:

1. Choose site and reserve pool.(date(s) and time(s).
2. Select meet organizational committee.
3. Meet with committee and review job descriptions.
4. Establish budget.
5. Establish timetable for completion of goals.
6. Send information to participating schools and officials which includes:
  - a. dates, times, location;
  - b. rules;
  - c. Establish entry procedures with deadline dates (Hytek - Meet/Team Manager – Direct Athletics – Swim Connector -Ediver;)
  - d. contact/assign potential officials (i.e. 5 swimming & 5 diving);
  - e. awards;
  - f. scoring;
  - g. meet entry and admission fees;
  - h. order of events/qualifying times;
  - i. swimming/diving warm-up and scratch meeting procedures;
  - j. awards and presentation procedures;
  - k. description of facility;
  - l. locker assignments (do competitors need to bring locks?);
  - m. directions to pool site, hotels;
  - n. list of restaurants, directions, and phone numbers;
  - o. meet director's phone number(s),fax number, address and preferred email;
  - p. determine if there will be a meet program book.
7. Seed entries (determine diving order by lot or Rule 9-2-2) and prepare heat sheets for officials, swimmers and spectators.
8. Order awards.
9. Supervise committee chairs.

### B. DAY OF MEET:

1. Coaches meeting:
  - a. introduce coaches, officials, meet personnel, etc.;
  - b. select and announce a meet committee to act as specified in Rule 4 - 1;
  - c. review award presentation procedures;
  - d. have officials determine diving order by lot or Rule 9-2-2;
  - e. review procedures for scratching entries, declaring relay competitors and declaring a false start in the prelims of an individual event;
  - f. review timing system and backup procedure used;
  - g. have officials review seeding, diving sheets, disqualification procedures, relay takeoff judging, and false start recall, restriction of swimmers from designated areas, and use of artificial noisemakers during the meet.

2. Serve as chairperson of meet committee (appeals committee):
  - a. The meet committee shall consist of:
    1. chair – meet director;
    2. the swimming referee – ex-officio;
    3. the diving referee – ex-officio;
    - 4.-other knowledgeable swimming and diving persons to comprise an odd number of committee members.

**Note:** The swimming referee or diving referee should not serve as a member of the committee if the committee is acting on the referee's or diving referee's decision.
  - b. Meet Committee Responsibilities:
    1. to rule on questions not specifically covered by the rules.
  - c. Procedure:
    1. meet committee convenes and listens to the complaint;
    2. the coach initiating the complaint is excused;
    3. meet committee confers with the referee or diving referee if necessary;
    4. committee discusses complaint and makes a decision;
    5. the chair notifies the coach initiating the complaint and the referee of the decision;
    6. the referee implements the decision;
    7. the committee's decision is final.
3. Post results for coaches, athletes, spectators and media throughout the meet.

### **C. POST-MEET:**

1. Review job descriptions and make changes.
2. Start working on next year's meet.

## **II. PUBLIC RELATIONS**

### **A. PRE-MEET RESPONSIBILITIES:**

1. Gather and disseminate information involving the meet to the news media and general public. Information to include:
  - a. general meet information (location, date, time, ticket prices);
  - b. meet records, favored teams/individuals, defending champions;
  - c. meet director's and public relations chairperson's contact information.
2. Electronically contact participating schools to find out whom they wish to have results transmitted to in their local area.
3. Establish local media connections early. Create list of local media names, e-mail, telephone numbers, fax telephone numbers and backup contacts. Contact UPI and AP people to see if they will send results over the wire if you electronically send them.
4. Send out pre-meet press release approximately one month before event. Try to include local color to entice media coverage.
5. Send out release one week before the meet. Use the three days before the meet to telephone each media contact to remind them about the meet. Tell them that you are calling to make sure that they have received the press release and to answer any

questions they may have. You may also ask them who they are planning to send to cover the meet so you can have a press pass ready for the individual.

## **B. DURING MEET:**

1. Set up press area for media to have table and “home base” during the meet:
  - a. have a sign-in sheet for the press;
  - b. make up a press badge for identification and give to each press representative;
  - c. provide press kit which should include:
    - 1) rules and regulations of meet, i.e., no flash pictures at start of race;
    - 2) schedule of events with starting times;
    - 3) records;
    - 4) seedings;
    - 5) background information on top swimmers/coaches;
    - 6) copy of program;
    - 7) day two: results of prelims;
    - 8) -some information about swimming itself might be helpful to the press covering the meet.
2. Be knowledgeable about ALL rules pertaining to meet, i.e., whether press photographers are allowed on deck, etc.
3. Work out arrangements with score table so you get multiple copies of results as soon as they are available. Many media people will only have small window to cover meet. It is important that they have information as soon as it is available.
4. Have several people (former area swimmers recently graduated from college) to assist media people. Remember, in many cases the media people do not know a butterfly from a breaststroke. These former swimmers are naturals, as they are mature enough to handle the press and have a personal knowledge of swimming.
5. Get access to internet service, telephone and/or fax machine to distribute results.
6. Provide result packets for coaches or inform coaches where results will be electronically posted.
7. Prepare in advance a press statement to be distributed to any Media Personnel that covers unforeseen events such as accident, injury, bomb threat, etc.

## **C. POST-MEET:**

1. Electronically submit—results to media, swimming websites and appropriate publications.
2. Forward results to college coaches who have requested them.
3. Post results on the Internet, where appropriate.

## **III. MEET OPERATIONS:**

Basic function is to secure and supervise the following people.

### **A. FACILITIES COORDINATOR:**

Arrange for all necessary equipment and areas as needed:

1. Areas:
  - a. locker rooms for swimmers, coaches and officials (male and female). Assign locker room areas and indicate by posting signs;

- b. room for meetings and refreshments;
  - c. work room for computer terminal, copier, collating and work area;
  - d. parking facilities – check with school/facility officials for guidelines;
  - e. Separate swim & dive scoring tables – room for three to five people/computers at each;
  - f. spectator area;
  - g. competitors' area;
  - h. timers' area – set up three chairs per lane for timers;
  - i. press area – set up tables and chairs;
  - j. vendor area.
2. Equipment:
- a. backstroke flags;
  - b. recall device;
  - c. lane markers;
  - d. starting blocks;
  - e. automatic timing system and operator;
  - f. manual back-up watches;
  - g. computer terminal, printer, operator and paper;
  - h. Back up (charged) starting system and bell for 500 yd freestyle event
  - i. lap counters for 500 free;
  - j. timers and judge cards; 500 free tally sheets for head lane timers;
  - k. diving score cards;
  - l. PA system (checked in advance of the event);
  - m. American flag;
  - n. national anthem tape and backup;
  - o. award stand to accommodate all final place finishers;
  - p. first aid kit and ice;
  - q. stanchions and rope for crowd control on deck;
  - r. copier and paper;
  - s. extra pencils and electronic sharpener;
  - t. necessary supplies for handling contaminated surfaces and equipment.

**B. SECURE THE FOLLOWING PERSONNEL:**

- 1. Medical  
(Physician, certified athletic trainer, or EMT on site)
- 2. Ticket chair:
  - a. tickets, cash box, change;
  - b. ticket sellers – report one hour prior to session; 1½ hours prior to finals;
  - c. ticket signs w/ prices posted and prominently displayed;
  - d. account for ticket income and turn into treasurer;
  - e. prepare required vouchers .
- 3. Program sellers:
  - a. secure personnel for all sessions;
  - b. include heat sheets for prelims, finals and updated diving scores from prelims and semis;
  - c. turn all monies into treasurer or predesignated staff.

4. Security:
  - a. locker rooms – make sure locker rooms are constantly monitored;
  - b. pool deck – only participating athletes, coaches and officials allowed on deck.
5. Refreshment coordinator:
  - a. snack bar – spectators;
  - b. swimmers – drinks.
6. Additional personnel:
  - a. announcer;
  - b. scorers, tabulators;
  - c. multiple runners;
  - d. photographer.

**COMMENTS:** Since the meet operations coordinator is in charge of running the physical aspects of the meet, he/she should be completely familiar with the pool facility (school regulations, emergency plans, etc.). The coordinator should also be prepared to deal with problems and complaints as they arise during the meet and consult with the meet director, if necessary.

#### **IV. PROGRAM COORDINATOR:**

Basic function is to coordinate and supervise all different aspects of the meet program.

##### **A. Personnel Responsibilities:**

1. solicit advertising; establish advertising prices;
2. write feature stories;
3. update records;
4. solicit political/administrative greetings;
5. copy heat sheets for prelims, final program and diving scores from previous rounds.

##### **B. Prepare the program for printing.**

##### **C. Make arrangements for program printing.**

##### **D. Establish selling price for program.**

##### **E. Turn all proceeds and expenditures into treasurer or predesignated staff.**

#### **V. HOSPITALITY CHAIRPERSON**

##### **A. Lodging:**

1. make all arrangements for lodging;
2. secure a group rate and distribute all information (including phone numbers, directions) to all teams.

##### **B. Restaurants:**

1. assemble a list of various restaurants. Include the website, address, phone number, directions and distribute to all teams.

##### **C. Coaches/Officials Social:**

1. establish times, refreshments, entertainment;
2. notify coaches and officials.

##### **D. Hospitality Room:**

1. organize a hospitality room on-site with refreshments for coaches and officials.

## **VI. TREASURER OR DESIGNATED STAFF**

- A. Maintain detailed accounting records of all income and disbursements for meet.**
- B. Prepare periodic/required financial reports for the meet director.**
- C. Prepare a final financial statement at the conclusion of the meet.**

## **VII. OFFICIALS COORDINATOR**

- A. Secure officials necessary for the smooth running of the meet.**
- B. In addition to sending information as listed in I-A-6, include fee schedule, officials' and coaches' meeting times as well as and a contract to be signed and returned.**
- C. Submit list of confirmed officials to meet director, program coordinator, referee and chief timer.**
- D. Supply vouchers for officials and turn completed vouchers into meet treasurer or designated staff.**

## **VIII. FUND RAISING CHAIRPERSON**

- A. With the meet director, establish a budget and plan various fundraising activities to raise the necessary funds.**
- B. Turn all proceeds and expenditures into treasurer or designated staff.**