

MEET DIRECTOR CHECK LIST

SECURING YOUR FACILITY

_____ Find out who the administrator is in charge of rentals at the pool you want to use and see if the pool is available when you want to use it. If it isn't, then ask them for some alternative dates.

_____ Find out what the fees are right away and if you are required to sign a contract.

_____ Get on the calendar with a tentative hold as soon as possible but try not to commit financially until you have worked up your budget. Find out if your LMSC offers grants for events to help pay for expenses.

_____ Does the facility have automatic timing equipment and, if so, what are the costs. Do they have the personnel to run it, or do you have to provide them?

_____ Does the facility have sound equipment or do you have to rent it?

_____ Does the facility have stop watches, clip boards and counting cards or do you have to provide them?

_____ Find out about facility rules that you, your staff and the swimmers will need to abide by.

_____ Make sure to walk the locker rooms, deck space and all areas that the swimmers will use. Don't assume that they are okay. Verify it.

_____ Is the pool on the list of measured pools at Volunteer Central>Guide to Local Operations>Event Management>Pool Meets>Running a Pool Meet>List of Measured Pools. If it isn't, get it measured! Ask if your LMSC has a laser to use.

SECURING YOUR KEY PLAYERS

_____ Immediately after finding out available dates for your pool, secure a Referee. If you have not used one before, ask your LMSC Chair for help, ask other clubs who they use for Referee or go to Volunteer Central>Guide to Local Operations>Event Management>Officials>List of Certified Officials.

_____ Will your referee obtain the Starter and Stroke & Turn Judges or do you need to? The minimum required officials are one Referee, one Starter and two Stroke and Turn Judges. **HINT:** technically this can be done by only two – a Referee and a Starter BUT then they also have to be S&T judges. Tiring!!

_____ Obtain an experienced HyTek Meet Manager operator, or Administrative Official. Most meets use HyTek Meet Manager. You will need a person with access to this software and who knows how to run it.

_____ All meets need lane timers - even meets with automatic primary and semiautomatic secondary timing systems. This can be hard to fill so plan now. If your USMS club is affiliated with a USA club, school or Y team, ask them. Contact the local Lions Club or others. Contact local school student volunteer organizations. Make a plan now!

_____ In addition to your Referee, Starter, Stroke & Turn Judges, Administrative Official, and lane timers, you will need several other volunteers. Sometimes one person can fill more than one role. At a minimum, determine who will be your announcer, your head timer, who will post results and lane assignments and deal with deck entries and positive check in. If needed, get volunteers for awards, hospitality & concessions.

CREATING YOUR MEET ANNOUNCEMENT AND PREPARING AN EVENT SANCTION REQUEST

_____ Create your Order of Events, keeping your target swimmer in mind. Make sure to mix up strokes and distances so that all the distances of one stroke are spread around and distance events are well separated. Standard USMS events can be found in the rule book at 102.5.2.

_____ Based on your meet budget, including your estimated facility rental costs, decide on a registration fee and whether you will have a discount for registering early or not.

_____ Determine your registration deadline. **HINT:** *the later, the better. Masters swimmers like to register late.*

_____ Determine the warm up time and when the meet will start. Make sure to ask what times the pool is available first – they may open later the day of your meet.

_____ The appropriate pool length certification statement (use only one) must be included, listing whether the times will be official and what records they will, or will not, count for [rulebook 108.1.1(2)]

_____ A description of the timing systems to be used (fully automatic, semiautomatic or manual) and what the time will be eligible for [rulebook 108.1.1(3)] must be included.

_____ Determine what your warm up/cool down space will be during the swim meet. You may have a separate pool or have to use lanes in the competition pool or even (in pools with four or less lanes) have to let swimmers swim to the end of the pool after each heat and insert warm up breaks every 30 minutes or less.

_____ If you have positive check-in for some events (usually the distance ones) then decide what those check in deadlines are and include them. Make sure to have them early enough so that the events can be seeded and the lane assignments posted well in advance of the event taking place. **HINT:** *Don't forget to post your lane assignments after you seed the events.*

_____ Decide your maximum number of entries. USMS is six, but your meet can be less.

_____ Decide how you will seed your events and include that. It can be all slow to fast, all fast to slow or a combination of both, i.e. slow to fast for 200s and shorter and fast to slow for 400/500s and longer.

_____ What about parking? If it is limited, costs money, etc. make sure to inform people in your announcement.

_____ If your meet, or most of it, is pre-seeded, consider asking your swimmers to notify you before you finalize seeding if they are dropping an event. This reduces empty lanes.

_____ Use your meet announcement to create a registration page. Include the link for the public registration page in your meet announcement and in your sanction application. A common online registration site is Club Assistant.

_____ Submit your sanction application. Go to Sanction an Event>Sanction an Event Application **HINT:** *Helpful information is on the same page about applying for a sanction.*

_____ When applying for your sanction, don't forget to upload your Meet Announcement.

_____ After you get your sanction, make SURE to update your registration site with any changes you were required to make by your sanction chair and with the sanction number.

EVENT PROMOTION AND PARTICIPANT COMMUNICATION

As soon as you know the date of a swim meet with certainty, start having your LMSC, Club, Zone post a Save-The-Date with date and location so busy adults can get it on their schedules.

Get on social media and create an event for people to find.

Consider creating a meet logo so you can build brand awareness and use it on any awards, caps, t-shirts etc you make.

After you are sanctioned, have your LMSC, Zone and Club update the Save-The-Date with the actual meet information and registration links.

If you are giving out awards, finalize the design and determine order deadlines.

Ask your LMSC and Zone to send out regular notices about your event to members through their emails and newsletters.

If you have run events before, email everyone who has entered past events and tell them about your new one.

If possible, sell advertising and find sponsors. It can help your meet be financially successful and grow awareness outside of your swim community.

Make sure to regularly communicate with your swimmers. Before the meet your swimmers want to be reminded of deadlines, they want to see estimated timelines, psych sheets, seeded heats, important meet reminders, and more. It is better to say it twice than not say it at all.

After the swim meet, the swimmers want you to email them the RESULTS! It is best to list them single column and include both cumulative and subtractive splits. Swimmers like data! Make sure it is in Publication Order!

EVENT DAY TASKS

Arrive EARLY. Much better to be too early and have time than to arrive late and have stress.

ASSUME NOTHING! Check everything with the facility to make sure Set Up, HVAC, water temperature, locker rooms, timing equipment, printers, sound equipment, and EVERYTHING is as it should be. If you have people checking on certain items, have them report to you prior to warm up with status and updates. Remember, as Meet Director, the buck stops with you.

Before people arrive, post all your signage, reports such as psych sheets, lane assignments and estimated timelines; put out your positive check-in sheets, deck entry and relay cards (if you are using them), and split notification forms at the clerk of course area **HINT: make sure this table is close to your HyTek Meet Manager computer.**

If you have a movable bulkhead in your pool, make sure to measure the pool before the meet starts and fill in the information on the Pool Length Certification form. If your meet has several sessions, do this after each session as well.

Verify that your timing console and computer are talking to each other (unless you are a manual-watches only meet) and that both are talking to the printers attached to them. **HINT:** *You need to be able to print out the results from your console in case you have any records that you must provide documentation for.*

Make sure you have downloaded and imported the most current USMS National records and World Aquatics Masters world records (for meter meets only) into your Meet Manager database.

Touch base with your Ref, Head Timer, Computer operator/AO (and Console operator if you have them) and any other key volunteers. Make sure they are there, that they are okay and know what to do and they know you are there as team leader.

Make sure the lane timers show up!! Have a contact for any no-shows. Have a plan for lots of no-shows.

Make sure your announcer has the timeline, meet program (heat sheets), all deadlines, meeting times, important announcements, and swimmer reminders. Make sure they know where everything is located. You want them to be **READY** to keep everything running smoothly. **HINT:** *Announcers love to have the heat sheet printed in single column so that can see the swimmers name and what team they swim for.*

Make sure to print the lane timer sheets and have them on clipboards with watches and pencils.

Make sure that the positive check-in, deck entry, relay entry deadlines are enforced, and seeding is done promptly with lane assignments posted immediately afterwards.

If you have Hospitality, make sure it is stocked and that the person in charge has what they need.

If you have Awards, make sure they are in place, the award person is there and knows the process for distributing them.

And **MOST** important, make **SURE** your swimmers (paying customers) are taken care of, well communicated with and know what is happening. If possible, have a volunteer checking with the crowd and making sure all is well.

POST EVENT TASKS

Check for any records that may have been broken at your meet while everyone is still there. In Meet Manager go to Reports>Record Forms and pick USMS Nationals and then World (for meter meets). Do it one at a time.

If you have new USMS or World records, print out the Record Forms, the page of the meet program showing exactly what heat and lane the swimmer was in, the console print out also showing the swimmers heat and lane and result time with the corresponding splits. Have the referee sign the Record Forms while they are still there. Do this for every record broken.

Make sure the split requests are put into your Meet Manager database as a separate session.

Gather up all the split notification forms and make sure they are filled out properly and signed by the referee.

For pools with movable bulkheads, measure the pool and record the information on the Pool Length Certification Form.

After any errors have been corrected in the Meet Manager database, create a Backup in Meet Manager by going to File>Backup. Include a message like “final completed meet” so that when someone restores using this back up they will know what it is. Save this backup to a place you will remember and find later.

Create your results pdf in Meet Manager by going to Reports>Results. Select All Events. Under Columns/Format choose single column. Under Spilts/Sort Order/Selected Teams, choose Cumulative/Subtrac splits, Publication Order and All teams. Print this report as a PDF and save the pdf where you can find it later.

Email your results pdf to your swimmers.

Submit your pdf results to your LMSC Top 10 Chair and send them your backup, copies of split notification forms, records forms if records were broken (with supporting documentation) and pool length certification form.

If USMS or World records were broken, send the pool length certification form, and the Meet Manager Record Forms with supporting documentation listed on the Record Forms to Mary Beth Windrath at **usmsrecords@usms.org**

Keep your backup, meet announcement, results print outs, console print outs, relay cards, lane timer sheets, split notification form, pool length certification form, any record forms with documentation and any other swim meet paperwork for a minimum of two years in a safe spot.

Have an adult beverage and relax
