

**WIDE BAY REGIONAL SWIMMING
ASSOCIATION**

2022

JANUARY



Guide for Meets

A Step-by-Step Guide

A guide for clubs that are hosting meets in the Wide Bay Region.



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Meet Director

Prior to the Meet:

- Notify Aquatic Centre of proposed swim meet date and time. Liaise with pool management with regards to pool hire fee.
- Notify club members of the necessary volunteer positions that need to be fulfilled in order to run the meet. Allow members the opportunity to volunteer, if they fail to do so you may need to allocate jobs to members and reassure them that these positions need to be filled or the region will not allow the meet to go ahead.
- Send out invites to local dignitaries and sponsors.
- Draw up and laminate signs for BBQ, Raffle Sales, Raffle Prizes, Gate Entry fee, Program fee, Cake Stall, Time Keeping roster
- All of our officials work voluntarily, with some travelling long distances to meets. The Wide Bay Regional Committee would prefer clubs pay the Technical Officials prior to the meet taking place. This is due to some Technical Officials having to wait weeks after the meet is held for payment. Payment is - \$50 per evening event, \$150/per TO/per full day. Contribution of \$100/per household for travelling TO's that have to stay overnight. Expense forms are to be submitted two weeks prior to the meet and paid one week prior. Failure to do so will result in Technical Officials not attending the meet.



- **Club Officials Required**

Meet Director x 1, Meet Recorder x 2, Chief Time Keeper x 1, Marshall Help Desk Official x 2, Check Starter x 2 (more needed if there is a large number of swimmers entered), BBQ x 4 (2 x Cooks, 2 x Serving), Gate/Raffle Sales x 2, Awards Coordinator x 2, Announcer x 2, Runner x 2, Food & Drinks Coordinators x 2(to provide the time keepers & Officials refreshments) and Time Keepers x 16 (2 x Lanes)

Day of Meet Duties

- Have on your person 1 x Program and 1 x Pen at all times
- **During the meet circulate through all parts of the MEET (regularly touch base to see if any help is required)**
- After your meet has finished ensure results are sent to Swimming Queensland. You must send the back up and TM file.

Race Secretary Duties

- Submit Meet request form each year.
- Prepare: Flyer and Event List.
- Send out flyer to Clubs **at least 8 WEEKS** before meet.
- Ensure timing system and operator are **CONFIRMED** 3 weeks prior to the meet.
- Prepare MM file: Events, Scoring, Multi-aging, lanes, seeding of events, etc.
- Ensure Multi-class swimmers have their classification next to their surname, and their status is set to disable and not normal in MM.

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- Apply any previous Meet records to the MM file.
- Print programs along with any other cover pages, instructions, advertising.
- Print Marshalling sheets and collate for Marshalls.
- Allocate programs: Officials, Recording, Time Keepers, Marshalling Help Desk, Coaches, Competitors, Chief Time Keeper, Meet Director.
- Design and print Record Certificates
- Compile time keeping roster, and timelines and provide to clubs and region.
- Order medals & trophies as necessary in enough time at least 6-8 weeks prior to the meet.
- Email all clubs the entry list, listing clubs in alphabetical order and provide date/time cut off for any corrections to be made.
- Generate the program and email to all clubs.
- Upload program to Swim Central. Please ensure that the events are as per Swimming Queensland's requirements of seeded 'fast to slow' heats.
- On Meet day, supply reams of paper, stapler, scissors, chairs, power, power cords, for recording, and people to help bring recording gear from carpark to pool deck.
- Keep all marshalling sheets and documentation such as the program used by the recorder, timekeeping sheets, disqualifications, in case of discrepancy enquiries for a period of seven days.
- Have a late entry policy clearly established before the Meet to save time on the day. Detail this in the instructions section of your meet flyer and program.
- **Provide at least 2 people to operate MM & Timing System computer.**

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Announcer Duties

As the 'Announcer' you will need to undertake the following:

- Draw up a list of the meet's sponsors detailing what your sponsor specialises in. Have them announced throughout the day.
- Call the events and heats that are currently in the pool.
- Call for swimmers who are to receive medals for each event
- Announce Age Champions at the end of the meet.

Awards Coordinator Duties

As the volunteer responsible for 'awards' you will need to:

- Assist the Race Secretary with organising Age Champion Trophies & placing medals from your supplier.
- Print up Record certificates.
- Record medals given.
- Complete records broken certificates.

Marshalling Help Desk Duties

As the Marshall Help Desk Official you will need to:

- Assist the Race Secretary with organising Marshall equipment (2 x clipboards, 2 x Highlighters, 2 x Pens, 2 x Meet programs (single sided printed programs).
- Combine heats with the Referee's approval.
- Swimmers that miss their race can be added to the last heat if there are vacant lanes. If there is no vacant lane in the last heat a new final heat is to be created. but

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please ensure that the Timing Officers, Referee, Chief Timekeeper and recorders are notified prior to the amended or additional heat races being swum.

Chief Time Keeper (CTK) Duties

For an 8 x Lane Race Meet you will need to:

- Organise time keeping equipment for each lane (3? x Chairs per Lane, 8 x baskets for swimmers personal items, 8 x clipboards, 8 x Pens, 8 x Stop watches, 8 x Timekeeper Lane sheets. CTK 1 x clipboard, 1 x Program, 1 x Pen, 1 x Stop Watch)



MEET DIRECTOR – SET UP CHECK LIST

Officials Equipment

- TENT
 - TABLES
 - CHAIRS
 - POWER/ POWER LEADS
 - COMPUTER EQUIPMENT
 - SAFETY MATS ETC...
 - BUNTING – ROPE OFF RESTRICTED AREAS
 - TIME KEEPING CHAIRS
 - LAP COUNTERS IF NEEDED
-

BBQ

- FLOAT
- BBQ & GAS SET UP
- POWER LEADS FOR PORTABLE FRIDGES
- TABLES
- TENTS
- PORTABLE FRIDGES
- CAKE STALL (DONATIONS BY FAMILIES)
- BBQ FOOD
- COOKING UTENSILS
- SIGNS
- RAFFLE SIGNS
- OFFICIALS FOOD
- TIME KEEPERS FOOD
- DRINKS FOR OFFICIALS & TIME KEEPERS

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Chief Time Keeper

- CHAIRS X number depending on number of timekeepers per lane
- BASKETS X 8
- DIGITAL STOP WATCHES X 8
- SPARE STOP WATCHES
- FOLDERS X 8
- PENS X 8
- SPARE PENS
- PROGRAMS X 8
- CHIEF TIME KEEPER FOLDER, PEN, STOP WATCH, PROGRAM

Gate/Raffle/Entrance

- FLOAT
- RAFFLE BOOKS (CLUB ROOM)
- RAFFLE SIGNS
- PRIZES ON DISPLAY & SIGNS
- RAFFLE PRIZES & TICKETS/ FLOAT TO GO TO BBQ AREA ONCE GATE FINISHED
- QR CODE ENTRY
- ENSURE CURRENT **COVID** REQUIREMENTS ARE FOLLOWED

Runner

- RUNNER DELIVER RESULTS TO ANNOUNCER
- RUNNER DELIVER RESULTS TO AWARDS TABLE

Announcer

- SPONSOR LIST

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- SELF MARSHALLING – ANNOUNCE THE CURRENT EVENT AND HEAT IN THE WATER. MUST BE ANNOUNCED MULTIPLE TIMES IN EVENTS LONGER THAN 200M
 - ANNOUNCE EVENT PLACINGS – TO BE ADVISED BY RECORDING AREA
 - ANNOUNCE AGE CHAMPIONS – TO BE ADVISED BY RECORDING AREA
 - ANNOUNCE SKINS EVENT PLACINGS – TO BE ADVISED BY RECORDING AREA
-

Marshall Help Desk

- TENTS
 - CHAIRS
 - CLIP BOARDS
 - MARSHALL SHEETS
 - PENS/ HIGHLIGHTERS
-

Presenter of Awards

- MEDALS
- TROPHIES
- RECORD CERTIFICATES
- McDonalds VOUCHERS
- PENS, HIGHLIGHTERS
- BANNER (IF YOU HAVE THEM)
- AWARDS PODIUM
- AGE CHAMPION GIFT PACKS

***Please note: This manual is to be used as a GUIDE ONLY!!!
This is not an approved manual by Swimming Australia, Swimming Queensland
or Wide Bay Swimming.***

***The Wide Bay Regional Swimming committee compiled this manual to assist
new club committee members for reference when organising their annual swim
meet.***

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WE ARE WIDE BAY

We swim our BEST,
We celebrate SUCCESS,
You will hear us ROAR!