

2011
Nerang Swimming Club
Annual Swim Meet
Operational Manual

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Meet Coordinator Commencement Duties

- ❖ Notify Aquatic Centre of proposed swim meet date and time. Liaise with pool management with regards to pool hire fee or if they are happy to accept the gate entry fee as hire payment.
- ❖ Submit Swimming Gold Coast – Officials & Equipment request form (No later than 3 weeks prior to swim meet)
- ❖ Print off Equipment list from SGC website; contact Swimming Gold Coast to organise a suitable time and date to collect the equipment. Take equipment list with you at time of collecting equipment.
- ❖ 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. Therefore the club will not benefit from any funds it may raise at that event.
- ❖ All our officials work voluntarily, with some travelling long distances to meets. The Gold Coast Region would prefer clubs to give a financial donation to Swimming Gold Coast that can be divided up between officials at the end of the season to cover fuel costs. A suggestion is that clubs work on a figure per swimmer entered into their meet.

Club Officials Required

- ❖ Meet Coordinator x 1
- ❖ Meet Recorder x 2
- ❖ Chief Time Keeper x 1
- ❖ Marshall x 2
- ❖ Check Starter x 2
- ❖ BBQ x 4 (2 x Cooks, 2 x Serving)
- ❖ Gate/ Program/ Raffle Sales x 2
- ❖ Presenter of Medals x 2
- ❖ Announcer x 2
- ❖ Runner (post results) x 2
- ❖ Wait Staff x 2(to serve the time keepers & Officials refreshments)
- ❖ Time Keepers x 6 (2 x Lanes)
- ❖ **Sponsor's**
 - Start approaching local businesses for meet sponsorship, complete necessary advertising materials for your sponsor's logo's etc... to be placed at the event.

❖ **Announcer**

- Draw up a list of the meet's sponsor's. Detailing what your sponsor specialises in. Have them announced throughout the day.
- Call the events that are being marshalled when advised to do so from the marshalling area
- Call for swimmers who are to receive medals for each event
- Once swimmers have arrived to the presentation area, announce their achievements whilst the presenter is awarding the medal
- Announce Age Champions at the end of the meet whilst the presenter is awarding the Age Champion trophy and gift pack

❖ **Awards**

- Assist the Race Secretary with organising Age Champion Trophies & placing medals from your supplier, suggest also provided a gift pack for each of the age champions. Print up Record certificates.

❖ **Marshall**

- Assist Race Secretary with organising Marshall equipment (2 x clipboards, 2 x Highlighters, 2 x Pens, 2 x Meet programs, Marshall sheets detailing each event/ heat)

❖ **Chief Time Keeper (CTK)**

- (for 8 x Lane Race Meet)
- 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 Programs. CTK 1 x clipboard, 1 x Program, 1 x Pen, 1 x Stop Watch) as a backup it is an idea for your club to have spare pens, clipboards, programs & stop watches.

❖ **Coaches Packs**

- Make up coaches gift bag for each attending coach. i.e.: Bag, Pen, Highlighter, Program, BBQ ticket
- Approach local business for discount vouchers, bags, pens etc...

❖ Meet Coordinator Duties/ Equipment

- Send out invites to local MP and Division Councillor
- Draw up and laminate signs for BBQ, Raffle Sales, Raffle Prizes, Gate Entry fee, Program fee, Cake Stall, Time Keeping roster
- Greet your invites upon arrival and request their assistance with presenting of awards, this is also the perfect time to discuss financial support they may be able to offer your club.
- Offer your invites and officials some refreshments upon arrival
- 1 x Program
- 1 x Pen
- During the meet assist in area's (regularly touch base to see if any help is required)
- After your meet has finished, send out thank you emails to everyone who volunteered, your special invites, SGC Officials, Sponsor's and Committee.

Race Secretary Duties

- ❖ Submit Meet request form by March 31st each year.
- ❖ Prepare: Invite, Event List, Manual Nomination form in a continuous document for easy upload to regional website. If TM entries only, note in invitation.
- ❖ Prepare MM file: Events, Scoring, Multi-aging, lanes etc
- ❖ Submit invite & TM file to Regional Chief Recorder/ Race Secretary for Approval 6 weeks out from meet date.
- ❖ Clubs with Meet dates early January need to submit all files to Regional Chief Recorder/ Race Secretary before Qld State in December.
- ❖ Send files to any club outside of GC Region. Regional Secretary sends to all GC Clubs.
- ❖ Check clearances for all International, Inter-state swimmers are current.
- ❖ Ensure (v) in correct place for Inter-state (first name) & International (Surname) swimmers.
- ❖ Ensure Multi-class swimmers have their classification next to their surname, and their status is set to disable and not normal in MM.
- ❖ Apply any previous Meet records to the MM file.
- ❖ Print programs along with any other cover pages, instructions, advertising.
- ❖ Email backup copy of Meet to Regional Chief Recorder/ Race Secretary once all entries are processed, at least 3 days out from Meet date for her to check.
- ❖ Print Marshalling sheets,(UK judges Sheets) and collate for Marshalls.

- ❖ Allocate programs: Officials, Recording, Time Keepers, Marshalling, Coaches, Competitors, Chief Time Keeper.
- ❖ Design and print Record Certificates
- ❖ Compile Time Keeping roster, timelines & provide to clubs and region.
- ❖ Order medals & trophies as necessary.
- ❖ 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.
- ❖ Take all TM entry sheets to Meet to check against entries parents may query as being incorrect, ie “my child is supposed to be in this race”. It’s easy enough to check if the club Race Secretary entered the swimmer or not.
- ❖ Provide USB to download backup copy for SQ and club MM file. Send a copy to SQ within 7 days and DO NOT LOCK the backup copy to SQ. Restore backup to club MM file.
- ❖ Send copy of results to Regional website co-ordinator for uploading to Regional website.
- ❖ Keep all marshalling sheets, Ares sheets, Disqualifications, for a week after the meet in case of discrepancy enquires.
- ❖ Have a late entry policy clearly established before the Meet to save time on the day. Detail this in the instructions section of your program.
- ❖ Provide 2 people to operate TM & Timing System computer.

Please note: This manual is to be used as a GUIDE ONLY!!!

This is not an approved manual by Swimming Australia, Swimming Queensland or Swimming Gold Coast.

The committee of the Nerang Swimming Club compiled this manual to assist new committee members for future reference with organising their annual swim meet.

Meet Coordinator - Set Up Check List

OFFICIALS EQUIPMENT

- TENT
- TABLES
- CHAIRS
- POWER/ POWER LEADS
- COMPUTER EQUIPMENT (REGION USUALLY BRINGS THIS)
- TIMING EQUIPMENT
- SAFETY MATS ETC...
- BUNTING – ROPE OFF RESTRICTED AREAS
- TIME KEEPING CHAIRS (3 PER LANE)
- LAP COUNTERS IF NEEDED

BBQ

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

CHIEF TIME KEEPER (for 8 x Lane Race Meet)

- CHAIRS X 3 PER LANE
- BASKETS X 8
- 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

RUNNER

- COACHES PACKS (GIVE OUT AS COACHES ENTER GATE, NAMES ON THEM)
- TIME KEEPERS FOOD SERVING LIST (AT BBQ)
- RUNNER/ POST RESULTS

ANNOUNCER

- SPONSOR LIST
- MARSHALLING OF EVENTS – TO BE ADVISED BY MARSHALLING AREA
- 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

MARSHALLS

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

PRESENTER OF AWARDS

- MEDALS
- TROPHIES
- RECORD CERTIFICATES
- McDonalds VOUCHERS
- PENS, HIGHLIGHTERS
- BANNER
- AWARDS PODIUM
- MEDALS BOARD
- AGE CHAMPION GIFT PACKS