

Meet Director Responsibilities

In the Meet Director's responsibilities were divided among several key people. We were extremely lucky to have an exceptional group of volunteers who took on many of the harder tasks. Although, the one task, Ad Sales, no one wanted and ended up being largely up to the Meet Director.

Below is a description of how things were done

Meet Philosophy

We announced our Philosophy at the first league meeting of the season. This introduces everyone to the Meet Director and their overall objectives. Our primary goal was to create an environment of safety, fun and an overall rewarding experience for the swimmers and their families. We were also committed to creating the highest standards of service, satisfaction and excellence to make this a successful event.

Expense Reimbursement

Most of our expenses were submitted by the Committee Chairs within a couple of weeks after the event. A spread sheet was typically presented with every receipt attached. Previous year's invoices were extremely helpful to the respective Committees so that budgets were kept in line.

Services on the days of the event, such as police and hospitality catering were paid on the spot. We received several blank checks from Turpin's Board Treasurer to pay for these or any other last minute expenses.

Same

Select Meet Administrator

In 2004, the League President was instrumental in soliciting and choosing the Meet Administrator. Once the decision is made it is essential that several issues be clearly outlined. The Meet Administrators contract should indicate what is included in their services for that price. For instance, clerk of course, timers, computer and Colorado personnel, ribbons and medals, starters, officials and printing of each heat sheet. All of these issues should be clearly outlined in the contract so that the host club and the League understand what is available. *(See attached Bid)*

Plaques and Trophy

This is one of the easier responsibilities but don't wait until the last minute. Guidelines for the maximum cost for these items were dictated by the League.

(Have Dave A. get these to you at least a week in advance, as they were not collected & we received them @ the meet).

Retiring Seniors

The Meet Director should compile a list of the retiring seniors from the six clubs. Also, a brief biography of their swimming career and academic and swimming future is also recommended. This gives you something for the introductions and thank you's at the Championship Meet. Unfortunately, we could not find anyone to donate gifts so the host club bought a small token of appreciation for each senior present. *2008 - Also balloons*

Swim Vendors *2008 - Kast-away - Call early & book. They provided*
In 2004, Panell Swim Shop was the swim vendor at the event. They set up *own* a booth and purchased a large ad in the heat sheet. They also paid our *tent.* club 10% of their revenue generated during the event. In return, we publicly thanked them and permitted them to be the exclusive vendor. Again this decision was made fairly early in the process.

Parking and Hospitality Passes

We administered three different parking passes and hospitality passes for the event. Since different people would be coming and going for each session, a different color represented different sessions. Remember, the Meet Administrator and their volunteers require the majority of the parking although, among them, only the officials and computer operators require hospitality. *(See attached samples)*

Warm-Up Times

The Meet Director is responsible for creating and communicating the warm-up times. Remember, the host club and the next closest club should have the first warm-up and so on. *(This is determined by the league)*

Admission Fees

As always, the League determined the Admission and Heat Sheet prices. In 2004 the fees remained as in the previous two years. A list of "VIP's" is helpful (Meet Administrator volunteers, League President, etc.) so no one questions their free admission.

Admission Stamps

To distinguish the payment of fees, we used a different color sharpie as proof of payment.

Boxes for Awards

We provided a decorated box for each team so that the ribbon workers could distribute the awards and they could be carried home safely.

Clear shoeboxes - Decorated

Thank You Notes

We extended thank you's to all our committee chairs, corporate donors, club manager and staff, volunteers, etc. Our club Board President also wrote thank you notes to the many people involved to express their appreciation on showcasing the club.