

Requirements for the Conduct of Sanctioned Meets

7 February 2017



This document sets out and standardises the roles and responsibilities of Masters Swimming Tasmania (MST) and the organising group of a Masters Swimming Tasmania Sanctioned Meet (SM). This document also includes a checklist to aid the organisers of a SM in the delivery of the event and a budget event template. This document and the checklist should be read in conjunction with the MSA [Guidelines](#) for Meet Directors and Clubs conducting a swimming meet sanctioned by Masters Swimming Australia

In this document whenever the term “organising group” is used it means the representatives of the Club or Clubs which have been authorised by the Branch Management Committee to conduct the SM.

MST role, responsibilities and deliverables

The Branch Executive Committee (BMC) is responsible for:

- Entry system setup and management, including merchant banking;
- AOE booking hire contract;
- Recording arrangements; Publishing a digitally accessible draft program five (5) days in advance of the meet.
- Prior to the commencement of the meet, publishing a final program – both digital and hard copy – and making it available to officials and to fulfil orders.
- Where and event program is published the charge will be set as delegated by the BMC. The charge for a printed program is to be set at break-even cost.
- Facility hire contract. Facility bookings are the responsibility of the organising group but are lodged on behalf of the Branch and where a cost is involved must be done in consultation with the Branch Treasurer. A Branch Executive Committee member is authorised to sign the facility hire contract.
- Providing event results, including medals and trophies, in time for any scheduled presentations.
- Appointing the meet Referee who is responsible for arranging technical officials for the SM (chief timekeeper, starter, judges of stroke and turns and marshals). Arrangements for timekeepers are a joint responsibility during the meet of the Chief Timekeeper, meet Referee and meet Director.
- Payments of all accounts including facility hire and AOE.
- Transfer of non-competition incomes to the hosting club within 1 week of the close of registrations.
- In consultation with the organising group promote the SM using MST e-communication systems. This includes any interstate marketing to the MSA community.
- A Branch Meet Facilitator to actively assist, provide advice and support will be nominated by the Branch.

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Organising group responsibilities

SM organisers are responsible for:

- Appointing a **Meet Director who needs to be familiar with and provide the Branch and Club/s assurance** that they are familiar with the detail of the Masters swim meet guide.
- The Meet Director will be responsible for the conduct of the meet in accord with the applicable requirements of the meet guide.
- In consultation with the Branch Treasurer, prepare a budget for the meet as set out in Attachment 1.
- The Meet Director should, in consultation with MST, use the event checklist at Attachment 2.
- The Meet Director's duties, additional to the guide, include arrangements for any competition and awards lunch (see further details below) and MC duties, excluding the presentation of awards. Award presenter's names are to be agreed with in consultation with the Branch President. The MC duties can be delegated by the Meet Director.
- The Meet Director is required to liaise, in a timely manner, with the Branch Recorder, Treasurer and Communications Directors to keep them apprised of the planning for the meet and to receive updates.
- Assist the Branch Communications Director in the creation and design of e-based material promoting the event to Tasmanian and interstate competitors.
- The Meet Director is responsible for arranging for the availability, display and installation of MST banners, branch backstroke lane ropes, timing equipment and arranging space for club banners and any MST and meet sponsor displays.
- The Meet Director is to use their best endeavours to ensure pool set up to completion standard by the commencement of warm up time.
- Provision of refreshments for officials consisting of a healthy choice of food and bottled water.
- Arranging the post event presentation function where one is to be held. Unless otherwise required and agreed, conduct of post event functions includes setup and catering. Catering must include a healthy choice of food plus coffee, tea and water. The post event charge is to be agreed with the Branch in accord with the event timeline and prior to the opening of entries.
- The branch will fund, at the post event charge, refreshments for officials in excess of 10 who have not separately paid for their attendance.
- The Meet Director shall be accountable for setting out the logistical and safety requirements with the pool management and the Chief Referee.
- The Meet Director should liaise with the Meet referee to ensure there is a suitable number of Referees (incorporating Judges of Stroke and Inspectors of Turns), Starters, Check Starters, Clerks of Course, Marshals and Chief Timekeepers.
- Distribution of sponsorship to the clubs involved on a basis agreed to by the organising group provided that the meet realises a surplus.
- Local media arrangements and event photography.
- Prepare a post meet report within four (4) weeks following the SM. The report should include discussion of what went well and recommendations for improvement.



Requirements for the Conduct of Sanctioned Meets (Cont.)

Attachment 1

Budget template

Item	Number	Unit Cost	Total	
Income from entries				
Individual				
Relays				
Total income				
Expenses				
Pool hire				
AOE Hire (\$550 per calendar day)				
Medals (standard -\$500 or Nil for LD meets				
Refreshments for officials				
Stationery and sundries				
Total Expenses				
Surplus / Loss				

Notes

1. Funds generated from event functions will be forwarded directly to the organising group by the branch within 7 days of the close of entries. Those funds, together with any additional payment establish the budget amount for the post event function.
2. Printed programs ordered by entrants and for officials.



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Attachment 2 – Event checklist

(BMC - Branch Executive Committee Member; OG – Organising Group; MD – Meet Director)



Prior to the event

MSTAS SWIM MEET ADMINISTRATION CHECKLIST			
Accountability	Date done	Actions	Notes
OG BMC to sign contract		Book pool, including competition lanes, warm up lanes, AOE room and meeting room (for Branch committee meeting)	12 month in advance
OC		Identify a Meet Director	6 months in advance
OC & BMC		Sign the Branch/Host club meet agreement	6 months in advance
BMC		Book AOE with Swimming Tasmania. Sign their hire contract. Arrange for AOE operator support as required.	6 months in advance
MD		Draft program and flyer for Branch committee approval	6 month in advance
MD		Draft budget for meet for Branch committee approval	6 months in advance
MD		Request officials support, via Branch Technical Officer	6 months in advance
MD		Check availability of medals with Branch Recorder	6 months in advance
OC		Book venue for presentation ceremony/lunch and arrange catering support. Catering to include a healthy choice of foods plus coffee, tea and water.	3 months in advance
MD & BMC		Ensure Meet flyer has been added to Branch website and registration portal is ready to be activated (done by Branch Recorder)	3 months in advance
MD / BMC		Check/arrange for all relevant trophies to be available at the presentation ceremony. Arrange for purchase of SOM trophies as required.	3 months in advance
MD /BMC		Finalise details of e-based promotional content and timelines	3 months in advance
MD		Organise refreshments for officials and timekeepers (eg sandwiches, nibbles and bottled water)	1 month in advance
MD		Check that Branch stopwatches and whistles will be available at the meet (via Talays and Lemmings)	1 month in advance
MD		Arrange for stationery to be available (timekeeper clipboards, pens, time sheets, A4 paper for printing, stapler, tape, highlighters)	1 month in advance
MD		Confirm the availability of officials, trophies, catering, AOE and operators, stationery etc	1 month in advance

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Attachment 1 (Cont.)

(BMC - Branch Executive Committee Member; OG – Organising Group; MD – Meet Director)



Prior to the event (Cont.)

MSTAS SWIM MEET ADMINISTRATION CHECKLIST (Cont.)			
Accountability	Date done	Actions	Notes
MD		Organise people to set up and retrieve AOE timing equipment	1 month in advance
MD		Organise people to serve refreshments to officials	1 month in advance
MD		Arrange as many timekeepers as possible from local resources	1 month in advance
MD		Check availability of warm up lane signs (via Branch Safety Officer)	1 month in advance
MD		Contact local media and advise details of meet	1 month in advance
BMC		Transfer of non-competition income to the organising group	Within 5 - 7 days of close of entries
MD		Check the meet program with heat and lane allocations is available on the website (via Recorder)	5 - 7 days in advance
MD		Check pool setup arrangements with pool management (eg lane ropes, flags, false start ropes, chairs, gear bins, starter platform, PA system, tables etc). Pools have a standard meet setup checklist which may need to be varied for each meet.	5 days in advance
MD		Check availability of lap counter flip boards if required (normally held at each pool)	5 days in advance
MD		Confirm that printed programs for officials and swimmers who have requested them will be available on 1 st day of meet	5 days in advance



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Attachment 1 (Cont.)

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On the day of the event

MD		Day 1 (Immediately prior to commencement of meet) <ul style="list-style-type: none"> • Check and authorise locations of MST and club banners. • Confirm logistical and safety requirements with pool management and Referee • Finalise event photography. • Confirm arrangements for provision of refreshments for officials 	
MD		Day 1 welcome briefing (after warm-up and before 1st event) <ul style="list-style-type: none"> • Welcome all, especially interstate swimmers • Introduce the Meet Director and Chief Referee • Highlight any safety issues eg slippery surfaces, warm up pool lanes etc • Remind swimmers to move away from timing pads at conclusion of their swim and exit only via side ladders • Brief other matters as required eg relay team changes 	
MD		End of meet briefing (immediately after last event) <ul style="list-style-type: none"> • Thank all officials, Swimming Tasmania AOE operators and timekeepers 	
MD		Presentation ceremony <ul style="list-style-type: none"> • Confirm MC • Confirm award presenters • Presentation area set up • Thank officials again by name • Thank recorder and any other supporting officials • Assist Recorder to announce results, award medals and trophies 	
MD		Follow up on the provision of invoices to the branch	Within 3 weeks of completion of the meet
BMC		Pay accounts	Within 7 days of receipt
MD		Prepare and submit Meet Director's report	Within 4 weeks of completion of meet

