

8 Apr 2024

Requirements for the Conduct of Sanctioned Meets



This document sets out and standardises the roles and responsibilities of Masters Swimming Tasmania (MST) and the various appointed officers for a Masters Swimming Tasmania Sanctioned Meet (SM). This document is an update of the previous document set up in 2017. Since then each SM is organised by MST rather than being allocated to a particular club or clubs. 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.

The MST Branch Executive Committee (BMC) has delegated the task of initial planning of SMs to a Swim Meet Committee. (SMC)

Role of the Swim Meet Committee (SMC)

- Propose a program of meets for the year
- Appoint person to book pool
- Appoint Meet Director
- Appoint Meet Referee
- Appoint Presentation Function Co-ordinator when required for an SM
- Set fee for Presentation Lunch
- Draft swim program and flyer
- In consultation with the Branch Treasurer, prepare a budget for the meet as set out in Attachment 1
- Appoint person to organise refreshments for officials
- Appoint person to co-ordinate Presentation Lunch
- Confirm arrangements with BMC

The MST Branch Executive Committee (BMC) is ultimately 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 individual 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 person appointed but are lodged on behalf of the Branch. The cost 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.
- Coordinating the availability of technical officials for the SM is initially the responsibility of the Technical Coordinator, but the management of the team shall rest with the Meet Referee prior to and during the SM.
Arrangements for timekeepers are a joint responsibility during the SM of the Chief Timekeeper, Meet Referee and Meet Director.
- Payments of all accounts including facility hire and AOE.
- Promote the SM using MST e-communication systems. This includes any interstate marketing to the MSA community.
- Printed programs ordered by entrants and for officials.
- On an annual basis distribute surplus funds from SMs to clubs on a pre-agreed formula

Person Appointed to Book Pool

- Check availability, book pool and ascertain the fee
- Book AOE with Swim Tasmania and operators.
- Consult with SMC
- Confirm bookings 3 months prior to SM

Meet Director

- Will be responsible for the conduct of the meet in accord with the applicable requirements of the meet guide.
- Should, in consultation with MST, use the event checklist at Attachment 2.
- The Meet Director's duties, additional to the guide, include 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.
- Is required to liaise, in a timely manner, with the Branch Recorder, Treasurer and Communications Coordinator to keep them apprised of the planning for the meet and to receive updates.
- Assist the Communications Coordinator in the creation and design of e-based material promoting the event to Tasmanian and interstate competitors.
- 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.
- Is to use their best endeavour to ensure pool set up to completion standard by the commencement of warm up time.
- Together with the Technical Coordinator check that stopwatches and bells will be available at the event
- Shall be accountable for setting out the logistical and safety requirements with the pool management and the Meet Referee.
- With the Meet Referee ensure there is a suitable number of Technical Officials
- Check pool setup arrangements with pool management one week prior to event (eg lane ropes, flags, false start ropes, chairs, gear bins, starter platform, PA system, tables, lap counters). Pools have a standard meet setup checklist which may need to be varied for each meet.
- Do a running total to check timing of the swim program.
- **End of meet briefing** (immediately after last event):- Thank all officials, Swimming Tasmania AOE operators and timekeepers
- **At Presentation Ceremony** Confirm MC, Thank officials again by name, Assist Recorder to announce results, award medals and trophies
- 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.

Technical Coordinator

- Appoint Meet Referee
- Organise availability of Officials in conjunction with the Meet Referee
- Check availability of stopwatches and bells for the event

Meet Referee

- Manage Technical Officials during the event
- Provide feedback to Meet Director for post meet report

Presentation Function Co-ordinator

- Book venue and caterer. Catering must include a healthy choice of food plus coffee, tea and water.
- The function costs are to be agreed with the SMC.
- In consultation with the SMC set a per person fee for the Presentation Function
- Provision is to be made for the attendance of officials who are not expected to pay for their attendance to the function. This is usually set at 10.
- Presentation area set up
- Confirm all arrangements 4 weeks prior to SM

Person Assigned to Refreshments for Officials

- Provision of refreshments for officials consisting of a healthy choice of food and bottled water.

Communications Coordinator/ Webmaster

- Advertise SMs on website and social media
- Local media arrangements and event photography.
- Post SM coverage on website and social media

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				

	Task	Swim Meet Committee	Pool Booker	Meet Director	Refresh Co-ord	Pres'n Lunch Co-ord	Technical Co-ord	Recorder	Web Master	Safety Officer	Comms Co-ord	Meet Referee	Treasurer
Weeks before	Preparing for an Event												
52	1	Decide on program of meets											
52	2	Appoint person to book pool											
52	3	Book pool and set date											
52	4	Book AOE with Swim Tas and operators											
26	5	Appoint Meet Director											
26	6	Appoint Presentation Lunch Co-ordinator											
26	7	Set fee for Presentation Lunch											
26	8	Draft swim program and flyer											
26	9	Draft budget											
26	10	Appoint person to organise refreshments for officials											
26	11	Appoint person to co-ordinate Presentation Lunch											
13	12	Finalise arrangements for Presentation Lunch											
13	13	Confirm arrangements with BMC											
13	14	Event information on MST website											
13	15	Appoint Chief Referee											
13	16	Check availability of Trophies and Medals											
13	17	Registration Portal ready to be activated											
13	18	Confirm pool and AOE booking											
13	19	Finalise details to be provided online											
4	20	Recording Stationery available for event											
4	21	Organise availability of officials											
4	22	Earmark someone to take photos											
4	23	Refreshments for officials organised											

Task		Swim Meet Committee	Pool Booker	Meet Director	Refresh Co-ord	Pres'n Lunch Co-ord	Technical Co-ord	Recorder	Web Master	Safety Officer	Comms Co-ord	Meet Referee	Treasurer
Preparing for an Event													
Weeks before	24	Check that stopwatches and bells will be available at the event											
4	25	Check availability of lap counter boards											
4	26	Confirm the availability of officials, medals, trophies, catering, AOE and operators, and stationery											
1	27	Check pool set up arrangements											
1	28	Running total to check timing of swim program											
Responsibilities during an Event													
1	Warm up lane signs												
2	Media liason												
3	Photos during the event												
4	MC the Event												
5	Recording												
6	Manage officials												
7	Refreshment for Officials												
8	Presentation Lunch												
8	Presentation of Awards												
Responsibilities after an Event													
Weeks after	1	1 Website report and photos											
1	2	2 Reports for Social Media											
3	3	3 Pay accounts when received											
3	4	4 Event financial result											
4	5	5 Report to BMC											