

ASAJ MEET MANAGEMENT GUIDE



ADMINISTRATION AND RECORDING PROCEDURES FOR A MEET
FOR
MEET DIRECTORS AND SWIMMING COMPETITION COMMITTEES

Pre-meet procedures

TWO WEEKS BEFORE THE MEET

1. Check ASAJ registration list with entry rosters.
2. Enter entries either manually or electronically.
3. Email in pdf or print (if no email) each team's entry to clubs, for checking, omissions, name spellings, d-o-b etc.
4. Correct in Meet Manager, seed meet.
5. Publish psych sheet and submit for posting online.
6. Collect names of volunteers/judges from each club as follows:

1 - 5 swimmers entered:	One (1) volunteer per session
6 - 10 swimmers entered:	Two (2) volunteers per session
11 - 20 swimmers entered:	Four (4) volunteers per session
21 - 30 swimmers entered:	Five (5) volunteers per session
31 - 40 swimmers entered;	Six (6) volunteers per session
41 or more swimmers entered:	Eight (8) volunteers per session
Unattached swimmers:	One (1) volunteer for (1) session

ONE WEEK BEFORE THE MEET

7. Print programme for photocopying and make copies.
8. Prepare passes for swimmers, coaches, volunteers and officials, and tickets or bands for spectators.
9. Give passes to club in time for distribution along with Club entry fee print out.
10. Write judges and timekeepers duty roster and circulate to clubs.
11. Print 3 two column programmes for Referee, Starter, and Announcer. Print in sessions.
12. Print lane timer sheets from Meet Manager in sessions; print 2 full team rosters for computer and recorder.

1 ½ HOURS BEFORE EACH MEET SESSION

13. Prepare all the officials' clip boards, stopwatches, pencils, heat sheets where necessary for referee, starter, announcer (two column programmes), electronic timer, 8 stroke and turn judges, recorder, computer meet manager board, stop watch control sheet for session, lane timer sheets on 8 lanes' boards. Put DQ sheets on Referee, Starter, Turn Judge, Stroke Judge, and Chief Time Keeper boards.
14. Take clipboard box to table and leave boards ready for officials. The timer needs a stapler. Referee a whistle.
15. Prepare heat sheets for coaches, one per coach.
16. Check that the Pool Manager has finished preparation of the pool.
17. Collect float for gate and/or concessions from the Administrative Assistant.

During meet procedures

DURING RUNNING OF MEET

18. Collect timer sheet from timer room this goes to computer operator.
19. Computer operator to make 4 copies of results. Check print out from the computer for:
 - i. Times that are way out from seed time in programme
 - ii. Meet records
All comers Age Group Records for all swimmers
National Age Group records for Jamaican Swimmer
National Senior Records for Jamaican Swimmers
 - iii. If there is a record write up the record card and have it signed by
The Chief Electronic Time Keeper
Referee
Starter
Records Authority
20. Computer will print labels for awards, fix these to one of the result sheets
21. When all the checks have been done distribute the 4 copies to:
 - i. Announcer
 - ii. Results board
 - iii. Awards
 - iv. Recorder's clip board
22. Research along with computer operator any queries re wrong times; no shows with times etc.
23. Receipt all monies from Gate, Concessions and Entry fees, this will come in at various intervals during the meet. Keep all monies together in black cabinet.

END OF SESSION

24. The judges' boards to be cleared and made ready for the next session. All the timer sheets, timer programmes, chief timekeepers, referee's, starter's and timer programmes must be placed with the electronic timer sheets. All other programmes to be kept together along with any others. The recorder results to remain on the board. Check pencils that need sharpening and that any stolen are replaced!!!! Also check that all stopwatches are signed in and the correct TOTAL number of watches are in the box
25. Make 2 Meet Manager back-ups of the meet.
26. Publish results of the session and submit for posting online.
27. Prepare boards for the next session.

Post-meet procedures

AFTER THE MEET

28. Clear all clipboards. Check they are all back. Check stopwatches and pack away in the box.
29. Put all the lane timer session sheets along with computer print out sheets and other programmes together for reference.
30. Make 2 back-ups of the Meet for ASAJ. Email copies of the meet file to the Competition Committee, Records Committee, Selection Committee, Technical Committee and Website Administrator for posting online.
31. Leave office tidy for the Administrative Assistant.
32. Take all monies and count. Make a brief statement of receipts from each area. Check money ready for three separate lodgement, Gate/programmes; concessions; entry fees. Give to Administrative Assistant for banking and the preparation of the Meet Statement.

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