

MEET DIRECTORS GUIDE

February 5, 2008

References:

1. Current United States Swimming Rules and Regulations (USS Rule Book)
2. Current AMS Operating Procedures - see **AMS website: www.amswim.org**
3. AMS Structure and Schedule - see AMS website

Guidelines:

REMINDER: ALL MEET DIRECTORS, OFFICIALS, COACHES AND ATHLETES MUST BE MEMBERS OF USA SWIMMING

PRE-MEET - 3 months prior or sooner:

1. Establish co-meet directors - paperwork/support/deck
2. Apply for building permits if required by the host facility
3. **MEET SPONSOR AGREEMENT** - AMS Form #6 - fill-out and mail to AMS Treasurer with required deposit (\$100)
4. **MEET INVITATION** - work off of the standardized templates on the website, send to AMS Age Group Committee Chair **FOR APPROVAL** and posting on the AMS web-site. They will attach your meet structure.
5. **APPLICATION FOR SANCTION** - AMS Form #7 - fill out and mail to Age Group Committee chair with appropriate fee.
Fees: \$15 for 1 day meet / \$25 for a 2 or 3 day meet. **"A" MEETS ONLY.**
6. Send **Hazard Identification and Risk Analysis Checklist** - AMS Form #8 - to the Safety Committee Chair.
7. Contact **AMS Equipment Chair** to arrange for any needed AMS timing or computer equipment.
8. Establish an advertising committee to market your meet.
9. Order awards if needed.
10. Set up Meet Manager program
11. Contact the Technical Planning Chair with **Hytex Meet Manager** and/or **Team Manager** questions.

PRE-MEET - 6 weeks prior:

1. Verify building permits, sanction and needed equipment.
2. Collect advertising money and do artwork.
3. Request volunteers from your club membership to work the meet
4. Proof read your Meet Manager set-up

PRE-MEET - 2 weeks prior:

1. Line up meet officials. Send the Officials chair an e-mail listing the particulars of your meet, including the e-mail address or phone number of who is lining up your officials. I will forward to all active officials, with e-mail addresses. Make a recap list of all of the officials working each session. E-mail this recap to the Officials Chair and a copy of this list to each deck Referee working your meet. (minimum - deck ref, admin ref, starter, 4 stroke & turn judges)
2. Receive and verify entries - **NO LATE ENTRIES ACCEPTED** / input computer **send a copy of the time line to the Age Group Chair for review and approval. If you accept more entries then you are permitted, the Age Group Chair may require you to send ALL of the entry fees from the entries over your entry limit to AMS.**
print and verify heat sheet original / print and assemble heat sheet

PRE-MEET - 10 days prior:

1. Announce any changes from your meet invitation required by the Age Group Committee - you should contact each affected Club's entry contact person and Head Coach - document your contacts - feed the Webmaster your schedule of Clubs for warm-up periods.
2. Assign all jobs to Club members and mail out reminders.
3. E-mail a copy of the registration file or meet back-up to the AMS Administrator. She will verify that all swimmers entered in your meet are registered with USA Swimming.

PRE-MEET - 1 day prior:

1. Set up as much as possible: chairs and tables needed on deck / seeding area / sales area / cafeteria
2. Verify all equipment is ready and functional: electronic timing / watches / strobe light / announcing system / computer / printers / pencils
3. Verify that no unsafe conditions exists throughout the facility: pool / deck / locker rooms / hallways / seeding / cafeteria / rest area
4. Verify that the First Aid Kit is well stocked.
5. Post signs where needed.

MEET DAY:

1. Assign and post list of Marshals.
2. Have a copy of Facility Safety Checklist available for the meet Referee to review and notify the Referee who the First-Aid first responder is.
3. Start to sell HEAT SHEETS ½ hour prior to the start of warm-ups (supply one free copy to each club's coach and each official)
4. Post copy of the Meet Invitation, warm-up procedures, and heat sheet and meet results in a public area open to all.
5. Set out Coach / Club Contact Sign-in Sheet - mail the Coaches Sign-in Sheet to the AMS Administrator after the meet
6. **REPORT OF OCCURRENCE** - AMS Form #21 - fill-out and mail to AMS Safety Committee Chair for ANY safety related occurrence.
7. Furnish food and drink for coaches and officials (including timers)

POST MEET:

1. **MEET SUMMARY** - AMS Form #14 - fill-out and mail within 10 days to AMS Treasurer with the appropriate check, made payable to "AMS"
2. **MEET RESULTS** - e-mail a meet backup file to AMS Technical Planning Chair. He will forward to the Webmaster to post.
3. White copy of **DQ slips** send to AMS Officials Chair within 10 days, keep yellow copy with meet data.

REMEMBER THAT YOU ARE HOSTING A MEET NOT RUNNING A MEET. Do everything possible to make your meet a positive experience for all who attend.

SMILE!

HAVE SOME FUN!

QUICK REFERENCE GUIDE

Officials Chairman:	Scott Wilshire 213 Park Entrance Drive Pittsburgh, PA 15228	home: 412-343-1984 work: 412-405-1000 x202 cell: 412-352-9127 wilshires@comcast.net
Age Group Chairman, Timelines, Sanction Requests & Meet Invitation approval:	Donna Beyerl 206 Vilsack Road Glenshaw, PA 15116	home: 412-487-0836 donnabeyerl@gmail.com
Meet Back-up prior to meet AMS Administrator:	Laura Hartman 17 Fieldstone Drive Pittsburgh, PA 15220	412-200-2571 office@amswim.org
Meet Manager and/or Team Manager Questions & Meet back-up with Results:	Bob Rinsma no calls after 9:00 PM	home: 412-823-2703 cell: 412-491-6939 rinsma.rs@verizon.net
Meet Sponsor Agreement and Meet Summary:	Diane Connor 207 Redwood Drive Venetia, PA 15367	724-942-4077 dconnor@adelphia.net
Timing Equipment Rental:	Greg Stein 4040 Rosemonte Drive Allison Park, PA 15101	home: 412-487-5478 cell: 412-779-4745 work: 412-322-9144 g.allion@verizon.net