

IMPLEMENTATION PLAN

Running a Club Swimming Meet

TASK	RESPONSIBILITY	DATE
Book the Swimming Pool	Club Meets Organiser	As soon as the calendar is finalised
Ensure the meet is included in Swimming Waikato's Annual Calendar	Club Meets Organiser	As soon as the calendar is finalised
Finalise the meet events	Committee/Swimming Waikato	4 months out
Prepare the draft meet flyer	Club Meets Organiser/ Swimming Waikato	4 months out
Advertise the meet	Club Meets Organiser	4 months out
Circulate flyer to Clubs, Swimming Waikato, Facebook, Website etc		
Ensure the meet is set up in the SNZ Database and on Meet Manager	Recorder	3 months out
Manage meet entries	Recorder	Ongoing
Appoint a Meet Director The meet director appoints the officials. Liaise with their Technical Official to manage the provision of officials on the day of the meet	Club Meets Organiser/ Technical Panel	6 weeks out
Sort out prizes for swimmers (if appropriate)	Committee	3 weeks out
Sort out raffle prizes (if appropriate)	Committee	3 weeks out
Liaise with the pools to finalise the Meet Contract	Club Meets Organiser	2 weeks out
Liaise with Swimming Waikato re the use of the Electronic Timing Equipment (if appropriate)	Club Meets Organiser	2 weeks out
Liaise with Swimming Waikato re the use of the Sound System (if appropriate)	Club Meets Organiser	2 weeks out
Once entries are closed, circulate draft psych sheets to confirm entries are correct.	Recorder	2 weeks out
Provide the pools with a list of officials, VIPs, coaches and team managers as these people get free entry	Club Meets Organiser	1 week out
Liaise with the venue re access / carparking	Club Meets Organiser	1 week out
Liaise with Technical Panel to finalise on-the-day support	Club Meets Organiser	1 week out
Float for programme sales (if appropriate – we are working towards paperless meets)	Club Meets Organiser	1 week out
Finalise programme and upload to Swimming Waikato website	Club Meets Organiser	5 days out
Work with Technical on the pool setup	Club Meets Organiser	1 day out
On the day – last minute checks <ul style="list-style-type: none"> • Float to buy programmes / sell raffles • Ensure there are stocks of tea and coffee in the cupboard for the officials • Manage sales of raffle (if appropriate) • Assist officials as required 	Club Meets Organiser	