

# RESPONSIBILITIES/ THINGS TO DO LIST

## MINI MEET DIRECTORS

1. Contact Mini Meet Coordinator see (NEM Club Volunteers on web page) for contact info to choose a date and time (most mini meets require between 3 – 4 hours). Include a 45 – 60 min. warm up time. You will work closely with the mini meet coordinator throughout the process of setting up, running the meet and post meet requirements.
2. Contact Yvonne Gutierrez, NE LMSC Sanctions Chair ([guts@verizon.net](mailto:guts@verizon.net)), to obtain a sanctioned or recognized meet application to submit. You must include the time and date of the proposed mini meet, name and address of the pool, a pool description (i.e. number of yards/lanes), and contact info. Once approved a Sanction or Recognition # will be assigned. *For an explanation of each type of meet refer to the Sanctions Section of the LMSC Handbook at [www.usms.org](http://www.usms.org), click on the administration tab; LMSC handbook; Sanctions ([http://www.usms.org/admin/lmschb/lmsc\\_hb\\_sanctions.pdf](http://www.usms.org/admin/lmschb/lmsc_hb_sanctions.pdf))*
3. Choose your events and send an entry form to NEM's webmaster, Nate McBride ([webmaster@swimnem.org](mailto:webmaster@swimnem.org)), and Elaine Kornbeau Howley, NEM newsletter editor, at [nemnews@gmail.com](mailto:nemnews@gmail.com). \*Samples of mini meet entry forms are on the [www.swimnem.org](http://www.swimnem.org) website under *Meets & Events*. Make sure you include the sanctioned/recognized #, **waiver** for each swimmer to sign, list of events and a space for seed times, cost of meet entry fee and each individual event, facility name, directions to pool, contact person info, etc. Sanctioned meets require swimmers to provide their USMS # on the entry form also.
4. You need to decide if you are going to charge NEM an hourly pool rental fee or if you are running the meet as a fundraiser. If it is a fundraiser, 20% of the meet proceeds will go to NEM. After paying for the officials, 80% of the proceeds will go to your program. Speak to mini meet coordinator regarding this issue.
5. Contact Eileen Craffey, NE LMSC Officials Chair, ([ecswims@verizon.net](mailto:ecswims@verizon.net)) to hire officials unless you are hiring your own or have officials that are volunteering (referee must be certified; starter does not have to be certified but must be knowledgeable regarding starting procedures). All meet directors and officials should have a copy of the rules of competition). This can be found on the [www.usms.org](http://www.usms.org) website (<http://www.usms.org/rules/>) and can be printed out or downloaded to a computer that will be accessible at the meet. Or a copy can be purchased from the USMS National office. Check made out to USMS for \$9 (full rule book) or \$3 (mini rule book) and sent to: USMS National Office, PO Box 185, Londonderry, NH 03054-0185. The officials should arrive 30 min. before the start of the meet. The officials should run the sprint lane (s) 15 min. prior to

the end of warm ups. \*You may use cash from your meet to pay the officials (\$30 per hour) or have the NEM Treasurer send a check to them.

6. If you are not using an electronic timing system, you must have 3 timers w/ stopwatches for each lane. Please refer to the Rule Book page 21 & 22 on the USMS website (<http://www.usms.org/rules/>) for more information.
7. If you do not have a separate warm up/warm down area, you must keep one lane of the competition pool available for warm up/warm down during the course of the meet.
8. Provide lap counters if there is a distance free event. Swimmers are responsible for getting their own person to count laps. However, this is optional).
9. You should set up a table/person working the timing system.
10. Post *Order of Events* signs throughout pool area.
11. You should have a table for deck entries/person to take \$ in.
12. You should have a separate area nearby for swimmers who need to register for NEM/USMS. Registration forms can be found on the [www.swimnem.org](http://www.swimnem.org) web site (<http://www.swimnem.org/docs/2008RegForm.pdf>). Please keep these checks (made out to NE LMSC) separate, as they will be sent to Tracy Grilli, NE LMSC Registrar. Please be sure these are sent immediately after the meet to PO Box 206, Londonderry, NH 03053-0206
13. You should have copies of the Application for USMS and/or World Record forms on hand. These and additional reporting information and responsibilities can be found on the [www.usms.org](http://www.usms.org) website in the Records and Tabulations section of the LMSC Handbook at [http://www.usms.org/admin/lmschb/lmsc\\_hb\\_rectab.pdf](http://www.usms.org/admin/lmschb/lmsc_hb_rectab.pdf). Swimmers are ultimately responsible for letting the meet director, officials, etc. know if they are swimming for a national and/or world record. Pools with bulkheads must be measured with a tape measure before and after the meet. Pool Measurement Certification form and measuring instructions can be found in the above Records and Tabulations section of the LMSC Handbook.
14. You will need a runner to post heat sheets, collect times from the timers, etc.
15. After the meet, please send a financial report (form is available on the [www.swimnem.org](http://www.swimnem.org) web site) via e-mail or with the checks taken in to the NEM Treasurer (contact info on [www.swimnem.org](http://www.swimnem.org) website).
16. Submit results in proper format to NE LMSC Top Ten Coordinator (SCM – Jason Eaddy [jason-nem@elys.com](mailto:jason-nem@elys.com)) or (SCY & LCM Laszlo Eger

[laszloeger@hotmail.com](mailto:laszloeger@hotmail.com)), Webmaster (Nate McBride [webmaster@swimnem.org](mailto:webmaster@swimnem.org)) and Newsletter Editor (Elaine Konbeau [nemnews@gmail.com](mailto:nemnews@gmail.com)), as well as, all necessary forms for national/world records (instructions, requirements and contact information is listed on the application form)

New England Masters Swim Club

# Finances Sheet

Event Name

Location

Date

Sanction Number

Director

Number of Swimmers

Meet Entry Fee

One Race Entry Fee

Cash Received from Entries

Cash Received from Other

Describe Other

Less: Cash Paid Out

Describe Paid Out

Net Cash Received

Amount of Cash to NEM

Swimmers' Personal Checks Total

Prepared by

Telephone

E-mail

Address

Date

Mail this form and check(s) to