

SOUNDWELL OPEN MEET

2nd/3rd December 2017

This will be Soundwell's 4th open meet and they have been getting more popular and every year.

Last year we raised over £10,000 for the club. This money is not insignificant and is used to pay for training for poolside all volunteers, training equipment and to subsidise camp activities. It is also a buffer to maintain the current level of squad fees. If you wish to get an understanding of the club budget, please just ask.

However, we cannot run the meet without the support of you, the Soundwell parents. There is a significant amount of preparatory work required before the meet happens and for the past 3 years the two most significant roles have been taken on primarily by Darren Stone, who is stepping back this year.

The primary role we need to fill is Meet Promotor – without this we are not able to apply for a licence for the meet. It is currently on the county calendar and the pool time is booked, but it is not yet a licensed meet, which what attracts the other clubs to attend. This is primarily a coordination role and support will be provided and any question answered as the meet nears.

The secondary role is Technical Meet Manager, which is an IT role, compiling the swimmers and races lists and collecting times on the day and submitting to the ASA after the event. Once again, support will be provided, but a lack of fear of IT is essential.

If you can't take on either of these roles, there are a number of other roles that need support and if you are able to help any way, please put your name on the list on the notice board or email the Chair.

Many Thanks in advance for all your help

Rhona and the Soundwell Committee

Role	Brief Description of Responsibility	Offer of support (can be more than one!)
Meet Promoter	<ul style="list-style-type: none"> Responsible for booking the swimming pool for defining the meet at the outset and then writing the promoter's conditions for the meet. Closer to the Meet, meeting with pool management / staff to arrange the specific details for the meet. After the Meet, ensuring the results (received from the Technical Meet Manager) are posted on the Club's website 	
Technical Meet Manager	<ul style="list-style-type: none"> Responsible for preparing IT for the meet in advance, capturing the results of the competition on the day submitting the results of the competition to the Promoter for onward submission to the ASA 	
Entries Secretary	<ul style="list-style-type: none"> Responsible for all aspects of the entries process including liaising with nominated club contacts deal with any queries as they arise. 	<i>Usually Club Competition Secretary</i>
Meet Treasurer	<ul style="list-style-type: none"> To set and control finances for the meet manage the day-to-day provision of funds to cover the costs of the meet 	<i>Usually Club Treasurer</i>
Officials Coordinator	<ul style="list-style-type: none"> Responsible for ensuring all positions are properly staffed. meet with the Promoter ahead of the competition to determine what officials are required for the competition, agree Promoter Conditions. 	<i>Usually Club Officials Secretary</i>
Door Coordinator	<ul style="list-style-type: none"> Responsible for managing most front of house activities. Prior to the day, ensure copies of the programme are available to sell on the door and check entry fees agreed 	
Volunteers coordinator	<ul style="list-style-type: none"> The Volunteers Coordinator is responsible for ensuring all duties are properly staffed. meeting with the Promoter ahead of the competition to determine what resourcing is required preparing a rota of applicable duties 	
Medals Coordinator	<ul style="list-style-type: none"> The medals Coordinator is responsible for choosing and sourcing the medals ahead of the meet 	<i>Usually Club Trophy Coordinator</i>
Refreshments coordinator	<ul style="list-style-type: none"> Responsible for arranging and supplying refreshments to the officials, coaches and helpers on poolside throughout the duration of the meet. may also be responsible for arranging the catering for officials. 	
Sponsorship Coordinator	<ul style="list-style-type: none"> Responsible for securing event sponsorship for the meet. 	
Programmes coordinator	<ul style="list-style-type: none"> Responsible for the production for the meet Programmes and Coaches Packs 	
Press Officer	<ul style="list-style-type: none"> Responsible for all matters relating to the publicity of the competition both before and after the day of the meet. 	