



Title: Meet Manager

Classification: Volunteer

Club: Cranbrook Triton Swim Club

Term: Minimum, two-year, elected position

Reports to: President and membership of Cranbrook Triton Swim Club (CTSC) **Direct Reports:** Committee members as required

JOB OVERVIEW

The Meet Manager is responsible for planning and coordinating all home hosted meets, time trials and mini meets.

ACCOUNTABILITIES

- Plans home hosted swim meets in collaboration with Officials Direct, President and Vice President
- Obtains meet sanction from Swimming Canada as required
- Creates meet packages for home meets and submits these to Swim BC for approval then uploading to Swimming Canada
- Sends invitation packages to other clubs and manages communications related to them
- Liaisons with Officials Director to ensure officials are coordinated for home swim meet and positions are filled
- Ensures the role of referee is filled
- Works with the City for facility booking pre, during and post swim meet including but not limited to pool, meeting rooms, and equipment access
- Ensures all equipment is in good working order and tested well before hosted meet and acquire volunteers to assist with the testing
- Advises the board early if equipment is reaching its 'end of life' and provide cost options to replace item
- Plays an active role in all things related to the swim meet
- Oversees all aspects of the swim meet including but not limited to set-up and take-down, being the point person for any questions from the food/beverage leads and various other leads
- Recruits and coordinates volunteers for non-officiation roles
- Provides a monthly report to the board of directors at all regular meetings and annual report at AGM
- Attends CTSC board meetings on a regular basis

VOLUNTEER REQUIREMENTS

- Successful completion of a Criminal Record Check
- General computer knowledge
- Meet Manager certification with Swim BC
- Strong understanding of Meet Manager software
- Able to maintain confidentiality
- Previously volunteered in various roles at a swim meet would be an asset