

## **Meet Manager - Job Description**

The Meet Manager (Board of Directors Member at Large) is responsible for the planning and running of hosted swim meets (“Meets”) and providing experience and training for future meet managers.

### **Responsible To**

The Meet Manager is directly responsible to the President of the Calgary Patriots Swim Club (the “Club”) and its Members.

### **Responsibilities and Duties**

The Meet Manager’s responsibilities include, but are not limited to:

- Plan all Meets to be hosted by the Club;
- Prepare Meet information package and budget;
- Provide experience and training for future meet managers;
- Oversee the operation of the Meet Manager software system required to run a swim meets from entries through to results, including online results;
- Produce heat sheets for hosted Meets;
- Prepare Meet reports;
- Work with the Officials and Volunteers Coordinators organising volunteer rosters and maintaining records;
- Ensure that Meet volunteers are reimbursed for their approved out-of-pocket expenses;
- Ensure all Meet volunteers are recognised for their efforts;
- Submit regular Meet reports to the Board or Directors (the “Board”); and
- Any other duties as may reasonably be assigned by the Board.

### **Knowledge and Skills**

- Effective communication and strong interpersonal skills;
- Thorough understanding of the various officials positions required to run a Meet;
- Positive and enthusiastic; and
- Well organised.

### **Estimated Time Commitment Required**

The estimated time commitment required is four (4) hours per week. Time commitment during Meets run by the Club will generally be higher: a single session meet typically requires 6 to 7 hours, a two-day Meet (Pugsley’s) takes about 20 hours of Meet Manager time over the weekend, and a three-day meet (Chinook) approximately 25 hours. The Meet Manager role is generally shared with other Club volunteers for two (2) and three (3) day Meets.

The Meet Manager is appointed for a two-year term, but may be elected for additional consecutive terms.

**Evaluation**

Self and by the Board annually.

*The Calgary Patriots is a competitive swim club dedicated to the overall development of individuals to their maximum potential.*