

Hosting a GSI Swim Meet in Gippsland

This paper is to serve as a guide only to Clubs wishing to run a Swim Meeting in the G.S.I. Summer Season. From acquiring a swim meet in the Fixture Guide, to filing the 'Financial Statement' with the G.S.I. after the meet, this will offer a step-by-step procedure for Clubs and Committees who are new to Swim Meet organisation. Please do not hesitate to contact a member of the G.S.I. Committee for further clarification or details.

1. Acquiring a Swim Meet

The Programme Committee will publish a draft fixture in February with meets assigned to Clubs. Clubs will have an opportunity to consider the Fixture and decide on the suitability of assignments.

2. Before your Swim Meet

Organise pool hire from pool management as soon as the Fixture is finalised

Host Clubs often run raffles on the day; this will need to be organized

Collect or plan to collect the GSI trailer containing the Event Board, sound system and necessary timing equipment from the Club holding the previous meet (usually at the end of that meet)

3. On the Day

Pool Set up

- Starting Blocks
- Lane Ropes
- Backstroke Flags (5m from each end)
- False start rope (15m from the start end)

Host Club to provide

- Chairs for 2 (WGL and TRL) or 3 time keepers per lane & 1 for Chief time keeper
- Shelter (if required) for Timekeepers
- Powered, sheltered area for Recorders/Compilers with trestle table and 2-4 chairs with a view of the finishing end of the pool
- Sheltered area with 1 table and 2 chairs for Announcer/ribbons
- 1 small table and 2 chairs and shelter for starter (if available)
- 1 ream of A4 paper for use in recording
- Free entry to the pool is given to "white shirted" Officials - Referees, Starters, Marshalls, Recorders, Chief Time Keeper - usually dressed in official uniform - and a designated head coach from each swimming club
- Raffle ticket sellers if applicable
- If the Pool Management does not collect an entry fee, Clubs may do so to cover pool hire
- Event Board minder to change numbers
- Runners to collect Warning and DQ forms from Referees and tape up results in a prominent spot
- One member to assist in Self-Marshalling

- Snacks/lunch and water for GSI officials: referees, starter, stroke judges, announcer, recorders, marshals, check starter and chief TK - and helpers to deliver these to officials at appropriate intervals - a trolley with wheels can be handy for this. Host Clubs are not expected to provide food and water for time keepers as these roles change often and are encouraged to BYO.

GSI will provide

- JTL Swim meet Checklist - a member of the host club, designated as the 'meet director' will inspect the pool and surrounds prior to the meet along with the Chief Referee.
- Stop watches for 16/24 time keepers
- Starting device
- Recording equipment
- Each club provides a number of officials based on number of swimmers entered; host club is exempt unless additional TKs are required
- Official's Roster
- Programs for the day's events for officials.
- Ribbons, flashes or medals for winners

4. Catering:

Where the Pool Management allows, Host Clubs are encouraged to sell food to swimmers and families as a means of fund raising at their swim meet, and also to provide a healthy alternative to kiosk food. Menus may depend on the local council's food handling regulations, but good sellers at meets have been: sandwiches, pasta in tomato-based sauce, jelly cups, fruit salad , juice boxes, cakes, popcorn, BBQ, baked potatoes. You are limited only by your imagination, your energy level - and the local food handling regulations. The prices are up to your Club to decide.

5. Financial Statement

A Statement of Income will be sent to the club to fill in after the meet. This will then be returned to the GSI Treasurer using the address on the form. Please keep track of entry costs collected and pool hire charged. Clubs making a loss (where takings do not match the hire charge) may request support from GSI.

6. Packing up

At the end of the meet the host club, assisted by the club holding the next meet must pack up the trailer and ensure that all items are stowed securely for use at the next GSI meet. Note any issues – e.g. 9v batteries for stop watches in short supply – to be passed on to GSI.