

# Hosting a GSI Swim Meet in Gippsland

This document 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 filling the positions for running 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/March with meets assigned to Clubs. Clubs will have an opportunity to consider the Fixture and decide on the suitability of assignments. The Fixture will be accepted at the AGM in May/June.

## 2. Before your Swim Meet

Organise pool hire from pool management as soon as the Fixture is finalised. Acquire a Hiring Agreement and submit to GSI.

## 3. Host Clubs often run raffles, lucky numbers and BBQs on the day; this will need to be organized with sufficient helpers.

## 4. 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) The printer needs to be kept in a dry place and the starting unit needs to be plugged in.

## 5. Let Jane Mitchell [secretary@gippslandswimming.org.au](mailto:secretary@gippslandswimming.org.au) (who manages the GSI website) know when the pool will open for warm up and anything else your club wants advertised (BBQ, etc)

## 6. You will be sent a copy of the program and the timeline as provided by Meet Manager

## 7. 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)
- Two chairs on each side of the pool for JOSs.
- 1 ream of A4 paper for use in recording
- 2 Event Board minders to change numbers

- 2 Runners to collect Warning and DQ forms from Referees and tape up results in a prominent spot
- 2 members 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 or baskets can be handy for this. Typically lunch includes sandwiches and/or quiche, sausage rolls, salad, and snack items like mixed fruit salad, biscuits and cheese, slice, etc. Host Clubs are not expected to provide food and water for time keepers as these roles change often and are encouraged to BYO.
- *Some clubs find that a free program like [signup.com](http://signup.com) can provide a good avenue for organising support from your club members. Jane ([secretary@qippslandswimming.org.au](mailto:secretary@qippslandswimming.org.au)) is familiar with the use of signup if you'd like to learn to use it.*

#### GSI will provide

- JTL (insurance) 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 time keepers based on number of swimmers entered; host club is exempt unless additional TKs are required
- Official's Roster of technical officials to run the meet
- Programs for the day's events for officials.
- Ribbons, flashes or medals for winners
- Venue hire – send the invoice from the venue operator to the GSI treasurer, Adrian White, at [adriandwhite2@bigpond.com](mailto:adriandwhite2@bigpond.com)

#### 8. 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. anything missing, or 9v batteries for stop watches in short supply – to passed on to GSI.

#### 9. At the end of the season, GSI will tally up all of entries for the season and give each host club a portion of the takings. All clubs are therefore equally compensated for their efforts in setting up and hosting a GSI meet.