

Meets Committee Duties and Responsibilities

22 Dec 20

Submitted by Ron Thames, ODAC Meet Director

1. Goal (Purpose, Mission)

Coordinate, plan and execute hosted meets that are well-organized, efficient and enjoyable for all in attendance (swimmers, parents and officials).

2. Membership and Responsibilities

- a. Meet Director (Chairman). BOD Member, overall responsible for planning and execution of the meets as scheduled by the Head Coach. Coordinates with various Meets Committee members, ODAC Staff, parent volunteers, site directors and others as necessary. Seeks appointments for voting ODAC members to serve as committee members to complete the task(s). Develops and maintains checklists, process maps and historical hosted meet information to ensure continuity. Reports to the BOD when requested on committee activity.
- b. Head Coach. BOD Member, many key functions which include (but not limited to) determining opportunities for hosted meets for BOD approval, coordinating Senior Swimmer support for 8&Under meets, coordinating announcing equipment setup (including rentals), entering in to contractual agreements at the meet site, fielding a lifeguard for 8&Under Meets, determining what ODAC-owned equipment will be used at the hosted meet and general equipment setup at 8&Under meets. Regularly communicates with the Meet Director and other committee members.
- c. Team Admin. ODAC Staff Member, many key functions which include (but not limited to) meet contract elements, generating and publishing the meet announcement, posting job signups online, accepting meet entries/payments, processing meet entries, producing heat sheets, coordinating with vendors and determining warmup lane assignments for teams. Regularly communicates with the Head Coach, Meet Director and Meet Support.
- d. Meet Support. BOD Member, many key functions which include (but not limited to) logistic support/planning, heat sheet copies, signage, dissemination of information, volunteer coordination, setup/takedown coordination. Regularly communicates with the Meet Director, Team Admin and Head Coach.
- e. Social Committee Chairperson. BOD Member, coordinates Concessions and Hospitality areas of the meet. Determines meet support job needs in those areas and provides that information to the Meet Director.
- f. Officials Committee Chair. Volunteer Member designated by the BOD. Communicates logistical, supply and other needs to the Meet Director. Provides input for the hospitality room (when established) to the Social Committee Chair.

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- g. Parent Volunteers. Volunteer Members. Any ODAC parent that desires to contribute time and expertise in advancing the Meets Committee towards its goal. Ideally, at least one parent from each age group would participate full-time on the meets committee. These volunteers are designated by the Meets Committee Chairman.
- 3. Coordination. The Meets Committee employs many skill sets as necessary to coordinate meeting the goal. This will normally include group phone calls, email collaboration, on-line collaborative work on projects and face-to-face meetings when needed.
- 4. Authority.
 - a. Make expenditures in support of meets, up to the budgeted amount. Examples include ribbons, awards and admin supplies. The Meets Committee Chairman must gain approval for exceptions on a case basis. Entering in to contracts and agreements for meets (and those expenses) falls under the Head Coach and Team Admin club roles outside of the Meets Committee.
 - b. Coordinate with persons outside of ODAC as needed to plan/execute the meet, such as various site managers, directors and regulatory agencies.
- 5. Reports.
 - a. The Meets Committee Chairman will provide a monthly report of activity to the BOD, or upon request. This report includes, at a minimum as they relate to meets, club expenditures, overall attendance at meets (when applicable), meet support job fulfillment and preparedness for the next event (when applicable).
 - b. Produces the Post-Meet Financial Report and delivers it to the Treasurer within 5 working days after the meet.
- 6. Membership Appointed by the BOD (in addition to ODAC Staff or BOD Members as noted). Note: This section will be updated as additional committee members are appointed.

Tim Gleim (Officials Chair)	Meg Gleim	Allison Yoder
Nicole Boghosian	Brandi Hatch	



Brian Faulkner
President, ODAC Board of Directors