

POTOMAC VALLEY SWIMMING

Proposal to Host Meet Manager Seminar

Submitted by Bill Stephens on December 8, 2008

Proposal: PVS will host a Meet Manager Seminar on the weekend of either September 26 or October 3, 2009. Teams that host meets for PVS will be required to participate. Other teams will be strongly encouraged to participate. The seminar can be conducted independently, as part of a Swimposium or in conjunction with other PVS activities such as Officials seminars.

Seminar Content: The purpose of the Meet Manager Seminar is to provide all PVS teams with a template for conducting a successful meet. The seminar will cover such topics as the meet announcement, physical site arrangements, equipment, meet administration (Hytek, timelines, entries, fees, seeding, registration, recordkeeping, etc.), non-PVS participation (especially VSI), work flow, staffing, officials, hospitality, and safety. There also will be a section on hosting PVS championship or open meets and the special requirements of those meets. If possible, we will arrange for a guest speaker/moderator (such as Pete Clark) to lead a section on best practices and examples of how things are done elsewhere.

Seminar Schedule: The goal will be to cover all these topics in a morning session that begins with breakfast at 7:30 and ends at noon. All PVS teams will be assessed a fee of \$20 to participate. We will suggest that at least two people participate from each team, but we will not limit the number of attendees. If the seminar is not part of other activities, we will try to meet at River Falls. Alternate sites include MAC, ANCC, Madeira, McLean CC, etc.

Seminar Leadership and Materials: PVS has the resources to conduct this seminar without outside assistance, except for the section on best/shared practices. However, we will have to develop written materials on each section. This requirement will give us the opportunity to use the next nine months productively as we compile a meet management resource notebook. The subject matter crosses most of the functional areas of PVS, so there is every reason for the entire BoD to be directly involved, but someone will have to be appointed as director and at least two others will have to be appointed as key presenters. And, someone will have to coordinate the development of the written and resource materials.

Discussion: This is our opportunity to educate and recruit meet hosts while we also “raise the bar” in terms of the quality of our programming. There have been major improvements in meet operations over the past few years, yet there still is wide variance in the way meets are hosted. We will use this seminar to bring people up to speed and to set new goals that will improve our product and enable swimming to do a better job of competing against other sports and family activities.

