

**2008 Summer LC Zone Planning Meeting**  
**January 3, 2008**  
**MAC Center, Rockville**

In attendance: Bill Marlin, John Ertter, Greg York, John Hirschman, Mark Eldridge, MAC Center Representative (not sure of her name), Jim Garner, Mike Kraeuter, Michael Downs (VSI), James Wolfle (VSI) and Terri Marlin

Bill Marlin

- Meet Manager duties
  - Bill is Meet Manager for 13 & over session and Finals session
  - James is MM for 12 & under session
  - Bill will receive all entries and send final back up to James
  - Bill will produce the meet program for the meet.
  - It was suggested that PVS rent a copier to have on site at the MAC Center for Finals program production (the suggestion was made at a previous meeting)
  - Bill will redo the budget. The current budget is using the pool rental fees from GMU.
- Financial Access
  - It was decided that John Ertter is the primary "Financial Officer" and is the only one with access to account, several VSI and PVS representative will have "read only access"
- Meet Announcement
  - Bill will write the announcement and send it to Michael Downs for review
  - Bill will also contact Pete Barry (Zone tech chair) for input
- VSI Responsibilities
  - Awards, T-shirt vendor, bag tags (athletes, coaches, officials, etc), logo design and polos for officials
  - A meet logo will be designed and sent to Bill for approval, then sent to PVS for use on all official Zone information, the logo will also be used for all shirts, bag tags, awards, etc.
  - All bids/estimates will be sent to Bill for final approval...Bill will contact John Ertter to cut any checks needed.
- Open Water
  - Mike Kraeuter will be the meet manager...Paris Jacobs has offered to help also.

- All entries will still go through Bill
- August 10 was approved by Fairfax County; however he still needs to contact Ft. Belvior, the FC Police and several other government agencies to ask them not to hold any trainings that morning
- Events are as follows:  $\frac{1}{2}$  mile for 9-10, 1 mile for 11-12 and 2 mile for 13-4 & 15 & over
- Some discussion on having a separate "open event" after the zone meet, for Masters and other swimmers to increase attendance and help pay for venue.
- Still need Open Water Referee and other officials...[Art Davis has volunteered.](#)
- Need to check on equipment. What does PVS have and what do we need to purchase.
- Equipment
  - Scoreboard; the board has approved the purchase of 2 four line score boards; progress?
  - Still will need a one line scoreboard to announce event and heat. PVS has several, Michael Downs indicated that our one line scoreboard can be hooked up for this purpose. ( Will need to test this a few months a head of time)
  - Need to purchase at least 12 "Marshal Vests" from USA Swimming; John Ertter to take care of this. (\$10 per vest)...**BOD Approval?**
  - For MAC Center, Need 2 sets of working pads and one set buttons, plus several of each for backups, 1-2 Colorado 6 (use fives for back ups), 2 Champion Starters (use Infintys for backups). If we use the Champion starters then we will need speakers as well.
  - Rockville Municipal needs: VSI has offered to bring equipment the same above equipment for the 12 & under session, however there was discussion about PVS providing all equipment and VSI only bringing enough for backups. A final decision was not made clear.
  - Sound System needed for MAC Center, we will get several bids. Jim Garner suggested RCI, Paris Jacobs has someone she uses and Terri will get that information.

- Rockville site has a PA System, need announcer, VSI will look into finding one and will try to figure something out for music, maybe
- Bill has asked Frank Persico to be the announcer for 13 & over and Finals sessions; have not heard back from him
- Other Stuff
  - Concessions; We will have full use of current concession area at MAC Center, it was suggested to put this job out to bid to a catering company/restaurant to make things easier and to avoid having to get a food permit. Concession will be taken care of at Rockville with their current company.
  - Hospitality; will have an athlete hospitality separate from coaches and officials hospitality at 13 & overs and Finals, 12 & under session will only have coaches and officials hospitality (VSI will try to staff 12 & under session w/support from PVS)
  - Need good signage for parking, entrances (there will be a separate entrance for athletes and spectators). Parking attendants?
  - The General meeting will be held at the MAC on Tuesday evening in the upstairs meeting room. This room will also be used for the vendors, however they will not be allowed to set up until after the meeting is over.
  - Admission will be charged to enter \$2 per person 12 & over
  - The weight room at MAC will be cleared (machines all moved) for the Official's Meeting room, light refreshments will be made available there (?)
  - Additional spectator seating will be added in the hallway behind the glass at the MAC, the sound system will also broadcast to the hall...(Talk of maybe a TIVO set up in the hall as well with big TV showing replay of event on a set delay??)
- Accommodations
  - Bill received and reviewed the hotel contracts from the Montgomery County Conference and Visitors Bureau; he signed them and mailed them back. This was to secure enough rooms for all LSC. Each LSC is responsible for setting up their own block of rooms.
  - Bill and James, with input from Michael Downs, will decided on the number of rooms that need to be reserved for "Assigned

Officials", Meet evaluators and other key people, then Bill will reserve those rooms.

- If all the rooms blocked are rented, then Bill thinks we will have 12-15 free rooms. If more rooms are needed then a plan will be devised to ensure the rooms are free or very inexpensive for these officials.

John Ertter: Financial Officer for Zone Meet

- VSI agreed to use John as the Chief Financial Officer
  - John will set up the account with the bank and within Quickbooks as a separate account
  - John will be the only one able to deposit money and write checks
  - All receipts/invoices from VSI will be given to Bill for recording purposes and he will submit them to John
  - One person from VSI board and PVS board will be appointed and will have access to the account in a "read only" format.
  - It was recommended that VSI and PVS each "seed" the account with \$5,000 (**board approval necessary**) to open the account, with the intent to pay this money back to each LSC as quickly as possible.
  - The official name of the account will be: "2008 EASTERN ZONE LCAG CHAMPIONSHIPS" (OR 2008 EZLCAG CHAMPS, for short)
  - The account will use PVS's P.O. Box as the address and will use their EIN
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Mark Eldridge: Questions/Concerns/Comments about Rockville/MAC Center sites

- The Rockville pool staff will do all the set up and break down for the 12 & under site
- Unsure exactly who is doing the set up at the MAC Center
- Rockville does not have an indoor meeting space for the "Official's Meeting"
- There will be construction going on at the pool (the building will be under construction)
- The current concessions contractor will handle all concessions for the morning sessions

- Need: Velcro brackets for the pads (John E. is supposed to be talking to Don Smith about this)
- Tents will be brought in for both ends of the pool
- There is plenty of room for storage of equipment and supplies, however the pool must be broken down after each session.
- A warm up/cool down pool (the upper rec pool) will be available until noon, as long as it is being used as such. If the swimmers begin to play it will be shut down immediately.
- The meet is scheduled to begin at 8:30 am with warm up from 7-8:20 am, however the meet **MUST** be finished by 12:30 for facility to open to the public. We can begin earlier if necessary. Will have to look at timelines.
- In case of inclement weather, MAC Center has said they could most likely accommodate the 12 & unders in the afternoon.

#### Michael Downs; VSI Head of Officials

- Will assist with the production of the meet announcement
- Will obtain list of "assigned officials" and confirm on number of officials needed per LSC
- Wants to use this meets as a "N3 evaluation" meet and possibly a teaching meet. Will invite the evaluators to the meet.
- Has requested to use Colorado 6 and Championship Starters
- Has requested a website be created specifically for the meet. He does not have the time to set it up and maintain it through out the meet. Has asked PVS to take care of this. [..\(Tim Husson??\)](#)
- Wants to use Real Time results. We need to make sure we have internet access at both pools. (He has an "air" card, that he thinks will work at Rockville??) [We Will Need to test this...](#)
- Asked about Medical Staff. Both facilities will have all lifeguard and pool operators on duty at all times. Notification of local EMS is requested, to let them know about the event.
- MARSHALS, he was very adamant about having a minimum of 2 Marshals to start warm up; he said he will **NOT** open any pool without them. He is requesting 4-5 per site per session.
- VSI is in favor of using Dive Over Starts to help the timelines. It will go in the meet announcement.
- It was suggested that The travel expenses for the National Evaluators be paid out of the "meet account"

- There will be No Time Trials
- At the MAC Center there will be no continuous warm-up/cool down.  
Depending on timelines breaks will be taken for this purpose