

Open Meets, Club Champs

- > The promoter needs to sit down with the entries and results officer and finalise the meet conditions and event list as well as the event schedule. The promoter then needs to fill in the license application form and send this with the entry pack (conditions, event schedule etc.) to licensing. Once dates are confirmed the promoter should ask the officials co-ordinator to appoint a referee
- > Once the license number has been given, the promoter should send out the entry pack as well as the HyTEK file (done by entries/results officer) to external clubs as well as an invite to be sent internally for swimmers to enter. The meet cannot be advertised externally until the license number has been received.
- > From here the entries/results officer will be in charge of taking in entries for the meet and processing them.
- > After the closing date the promoter can action the officials co-ordinator and volunteer coordinator to start getting people involved in the running of the meet, (announcer, officials, raffle, spectator gate, etc)
- > The promoter has to be the point of contact for clubs who have any issues, these communications can be passed to the people running results, officials or volunteers if needed.
- > The promoter should then be able to help people out with organising the meet and work with those involved to put on the best meet possible.
- > Any communication which has to be sent to all clubs should ideally come from the promoter.
- > The role is mainly about helping people out and keeping people on track as well as a point of communication for internal and external queries, which may mean passing an email on to someone else who is in charge of a certain element of the meet.