

Meet Managers Breakfast September 12, 2003

Chaired by Denise Shively, Event Management Committee

Event Management hosted a meet managers breakfast for 2003 and 2004 championships meet managers. The continental breakfast began at 7:30 a.m. with introductions for those in attendance.

The 2003 meet managers were thanked for hosting successful championships events.

The following information summarizes discussion that took place:

1—Betty Hess, outgoing technical vice president, highlighted the role of the technical vice president and important issues of consideration including information for premeet announcements, pool confirmation and venue details, scoring and photocopying needs, traffic flow in and around competition area, volunteers.

2—Pat Kraft, business development manager, is the interim events contact in the national office. He distributed the new Meet Management Guide, discussed meet logo development, and highlighted issues related to the vendors with whom we have contractual agreements.

3—A representative from Connections Housing Agency highlighted the success of providing services for hotel accommodations at U.S. Age Group Championships in Gainesville. She distributed information to meet managers so they can consider those services for future championships.

4—Emma Miller, Pacific Northwest athlete representative, presented information on how to have successful hospitality rooms for coaches, officials, volunteers and staff. Her notes from the Power Point presentation will be emailed to the 2004 meet managers.

5—Myrna Hagedorn, 2003 Speed Junior Championships meet manager, said she had a timetable for championship planning and volunteer responsibilities. Pat has it at the national office and can email it to the 2004 meet managers.

6—Ed Kaminski told meet managers he would be contacting them in January to obtain information for scoring and sound equipment. In the interim, meet managers should find out specifications for the scoreboard system in their respective facilities.

7—Jackie McDaniel discussed scoring needs to be addressed. All meets should have 2 computers (4 for collegiates, 3 for masters) plus a back up. Two printers are also advantageous.

Meet managers then had time for questions and discussion with the various resource people in attendance.

Meeting ended at approximately 9:30 a.m.

*** Report accepted by the Board of Governors on September 14, 2003 ***