

## **MEET DIRECTORS GUIDE**

1. Establish Goals and Objectives – Minimum 6 months before competition
2. Determine Competition dates (Council to approve) - Minimum 6 months before competition
3. Draft and submit Summons to the Technical Committee for approval – Minimum 6 months before competition
4. Finalize competition budget – if ASAJ Competition, obtain approval for budget from ASAJ Treasurer – when summons drafted
5. Recruit Head Referee – Minimum 6 months before competition
6. Identify Manpower needs and assign responsibility – Minimum 6 months before competition
7. Coordinate with Swim Judges/Technical Committee to recruit Technical Judges
8. Determine facility and competition requirements – coordinate with ASAJ
9. Work with ASAJ Office to distribute competition summons - invite Federations/Teams
10. Order Medal and Awards – Minimum 9 weeks before competition

### **ORGANIZING COMMITTEE CHAIR:**

**TEL:**

**FAX:**

**EMAIL:**

### **Departments:**

1. Administration
2. Accreditation
3. Competition (for each discipline)
4. Facilities
5. Information Technology
6. Finance
7. Gate
8. Concessions
9. Games Village and Accommodation
10. Marketing and Public Relations
11. Protocol
12. Awards and Ceremonies
13. Stage Management
14. Security
15. Supporters
16. Transportation
17. Volunteers

## **MEET DIRECTORS GUIDE**

THESE GUIDELINES ARE ONLY INTENDED TO ENSURE THAT PREVIOUS EXPERIENCE IS NOT LOST. NEW IDEAS ARE MORE THAN WELCOME SO USE YOUR IMAGINATION AND CREATIVITY TO MAKE THIS CHAMPIONSHIP BETTER THAN THE LAST ONE!

ITEM	START	DEADLINE
<b>1 <u>ADMINISTRATION –</u></b>		
<b>The Administration Committee is responsible overall administrative support for all activities related to the event.</b>		
❖ Complete summons and submit to Council for approval		<input type="checkbox"/>
❖ After Council approval, distribute Meet summons to Federations		<input type="checkbox"/>
❖ Monitor receipt of preliminary and final entries forms – ensure adequate recording system is maintained		<input type="checkbox"/>
❖ Process then forward meet entries to the respective Competition Technical Director		<input type="checkbox"/>
❖ Prepare documentation for technical meetings		<input type="checkbox"/>
❖ Establish Competition Secretariat (At Games Village and at Competition Venues)		<input type="checkbox"/>
❖ Determine need for Secretariat prior to/during meet		<input type="checkbox"/>
❖ Locate/secure suitable room/facilities for Secretariat		<input type="checkbox"/>
❖ Develop a Meet Managers Information package, to include: competition schedules, meeting schedules, transportation schedule, medical information, Games Village map, Competition Venue map, contact information for relevant meet managers, tourist information etc.		<input type="checkbox"/>

## MEET DIRECTORS GUIDE

	ITEM	START	DEADLINE
<b>2    <u>ACCREDITATION -</u></b>			
<b>The Accreditation Committee is responsible for creating and producing the accreditation for all athletes, volunteers, officials, media representatives, medical staff and other volunteers.</b>			
❖ Accreditation			
○ Determine who is to be accredited or provided an ID:			
▪ Event Organizers			
▪ Athletes and Team Officials			<input type="checkbox"/>
▪ Judges and Meet Officials			
▪ Vendors, event volunteers and other workers			
○ Determine what the Identification Cards are intended to control and design identification card and control mechanisms accordingly (color/letter codes etc.) e.g:			
▪ Areas of entry			
▪ Games Village entry			<input type="checkbox"/>
▪ Competition venue entry			
▪ Dining			
▪ Transportation			
▪ On deck rights			
○ Determine how ID is to be produced. If ID is to be produced by third party secure written contract to include:			
▪ Quality control mechanism			
▪ Time limitations			
▪ Schedule for accreditation process (when teams arrive)			
▪ Means to make ID's during accreditation process upon team arrival			<input type="checkbox"/>
 NB: ID'S FOR JAMAICA TEAM, VOLUNTEERS, STAFF .ETC SHOULD BE COMPLETED NO LATER THAT 30 DAYS BEFORE THE START OF THE COMPETITION – THIS IS TO ALLOW SUFFICIENT TIME TO PRODUCE THE ID'S FOR THE VISITING DELEGATES			
○ Secure volunteers to produce ID's prior to arrival of teams, if possible			<input type="checkbox"/>
○ Locate/secure room (usually at place of accommodation) for completing accreditation process when teams arrive;			<input type="checkbox"/>

## **MEET DIRECTORS GUIDE**

### **3 COMPETITION – CHAIR:**

**The Competition Committee is responsible for managing all technical matters related to the Swimming and Synchronized Swimming Competitions. The Competition Committee will ensure that the competition facilities are at competition standard.**

#### **SWIMMING TECHNICAL DIRECTOR –**

- ❖ Appoint Entries/Results Manager: ☐
- ❖ Ensure the pool facilities meets FINA standards (FINA 2010-2013 Handbook) – lighting, false start ropes, backstroke flags, starting blocks, timing pads etc. ☐  
Ensure all systems are operational.
- ❖ Work with Administration Committee Chair to ensure that all competition documents are completed e.g. entry forms, phych sheets, heat sheets, time line etc.
- ❖ Ensure that electronic timing equipment and all other equipment, including administrative items and documentation required for the competition are serviceable and available for the competition ☐
- ❖ Develop draft competition schedule and time line as soon as preliminary entries are received – coordinate with transportation and Games Village Managers to finalize schedules. ☐
- ❖ Develop and implement a swimming judges training programme for timekeepers, stroke and turn judges. ☐
- ❖ Develop list of local and overseas judges willing to work (starters and referees must be on FINA Swimming Judges List). ☐
- ❖ Appoint judges and establish work schedule

#### **SYNCHRONIZED SWIMMING TECHNICAL DIRECTOR –**

- ❖ Appoint Entries/Results Manager: ☐
- ❖ Determine which pool is to be used for the figures competition. Negotiate contact for use of pool. ☐
- ❖ Ensure that the competition pools meet FINA standards (FINA Handbook) – ensure that all systems are operational. ☐
- ❖ Obtain latest version of Synchronized Swimming Meet Manager software ☐
- ❖ Develop draft competition schedule and time line as soon as preliminary entries are received – coordinate with transportation and Games Village ☐

## **MEET DIRECTORS GUIDE**

Managers to finalize schedules.

- ❖ Ensure that all equipment, including administrative items and documentation required for the competition are serviceable and available for the competition ☐
- ❖ Develop and implement a synchronized swimming judges training and practice programme. ☐
- ❖ Provide Federations with information listed in FINA SS 23.2 ☐
- ❖ Ensure that a FINA approved judge evaluator on deck for the competition ☐
- ❖ Develop list of local and overseas judges willing to work (use FINA Judges where possible) ☐

### **WATER POLO TECHNICAL DIRECTOR –**

- ❖ Appoint Entries/Results Manager: ☐
- ❖ Determine which pool is to be used for the competition. Negotiate contact for use of pool. Review pool needs after Preliminary Entries are received. If more than one pool is required, ensure that sufficient competition equipment is available. ☐
- ❖ Develop draft competition schedule and time line as soon as preliminary entries are received – coordinate with transportation and Games Village Managers to finalize schedules. ☐
- ❖ Ensure that the competition pools meet FINA standards (FINA Handbook) – ensure that all systems are operational. ☐
- ❖ Ensure that all equipment, including administrative items and documentation required for the competition are serviceable and available for the competition ☐
- ❖ Book PA and Music System with operator and announcer ☐
- ❖ Develop and implement a Water Polo judges recruitment, training and practice programme. ☐
- ❖ Develop list of local and overseas judges willing to work (use FINA Judges where possible). ☐
- ❖ Appoint judges and plan work schedule. ☐

## MEET DIRECTORS GUIDE

### **FACILITIES:**

- 4 Swimming/Water Polo: (National Stadium Pool) = Synchronized Swimming/Water Polo (Bournemouth Bath) =**
- ❖ Book Pool (with Independence Parks Limited) ☐
  - ❖ Determine renovation needs / coordinate with pool owners & Ministry for repairs
    - Ensure adequate pool lighting
    - Renovate changing rooms as necessary
    - Paint facilities, as necessary ☐
    - Service timing and scoreboard systems
    - Obtain new backstroke flags
    - Check pool filtration and chlorination systems
    - Check pool lighting if needed
  - ❖ With other committees, determine need for additional office space e.g. Media Room, Awards Room, Judges Briefing Room etc. Consider obtaining temporary trailers. ☐
  - ❖ Coordinate site meeting with pool owners and other entities as necessary ☐
  - ❖ Establish pool layout for each discipline ☐
  - ❖ Determine number of tents required – order (see appendix A) ☐
  - ❖ Determine number of chairs required – order ☐
  - ❖ Determine number of tables required – order ☐
  - ❖ Determine Public Address system needs – book as necessary ☐
  - ❖ Determine and obtain signage ☐
  - ❖ Coordinate with PROTOCOL/AWARDS to determine method of flag raising. Build and Install as necessary. ☐
  - ❖ Prior to meet and each session, ensure that pool water level and quality is satisfactory ☐
  - ❖ Develop procedures for converting pool from one discipline to another. Training pool personnel as necessary. ☐
  - ❖ Ensure facilities are set up before each session ☐
  - ❖ Coordinate cleaning schedule (all areas) with venue managers. Appoint person to monitor cleanliness and take action when necessary

## **MEET DIRECTORS GUIDE**

### **5 INFORMATION TECHNOLOGY – CHAIR:**

**The Information Committee is responsible for ensuring that tools are in place to ensure effective internal communication during the competition and externally prior to and during the competition. The media, federations (team officials), and competitors should be able to easily access information and data related to the event in English and Spanish.**

- ❖ Determine communication needs (computers, radios, telephones etc). Obtain, at the lowest possible cost, the necessary hardware. Where necessary, coordinate with the Marketing Committee to ensure appropriate recognition of hardware providers/sponsors;
  - At the pool facility ☐
  - Between the Village Office / ASAJ Office / Transportation Coordinator / Meet Director etc.
  - Radios
  - Develop radio sign allocation and sign out sheet
  - Website
- ❖ Develop and maintain CARIFTA 2010 website pages. Critical meet information should be published in English and Spanish. Information to be placed on the website include: news, official event documents, entry information, supporters information, competition results, contact information, links to Jamaican tourism related websites ☐
- ❖ Ensure internet/email access at the Games Village (for press, managers and athletes) – ensure sufficient work stations are available. ☐
- ❖ Ensure Internet/email access at the pool (primarily for press) ☐
- ❖ Consider the need to obtain Hy-tek's network version of Swimming Meet Manager and the necessary hardware to speedily make results available in the announcers' booth, awards room, media room and ASAJ Office. ☐
- ❖ Coordinate with Administration Committee to ensure communication needs are assured;
  - Office at Games Village Secretariat ☐
  - Office at pool
  - Media room at the pool
- ❖ Obtain office equipment ☐
  - Desks

## **MEET DIRECTORS GUIDE**

- Computers
- Fax Machines
- Internet Access
- Telephones
- Large Photo copy machines etc.
- ❖ Ensure that all telephone/internet accounts are closed after event





## **MEET DIRECTORS GUIDE**

### **6 FINANCE – CHAIR:**

**The Finance Committee is responsible for developing fiscal policy and procedures while providing oversight on all financial matters related to the event. The Committee has the responsibility for the Gate and Concession Stand.**

- ❖ Develop Budget (include GCT) ☐
- ❖ Evaluate budget and determine what items Duty or GCT waivers may be granted. Make appropriate waiver applications to the Ministry of Finance ☐
- ❖ Determine if any special bank accounts should be opened for the event: ☐
- ❖ Establish how will different currencies be handled/lodged – just prior to event, establish exchange rates for points of sale.
- ❖ Ensure adequate liability insurance is obtained ☐
- ❖ Develop plan for tracking sales and fundraising. Develop an auditing process.
  - ❖ Event entry ticket sales (including complementary tickets)
  - ❖ Programme sales
  - ❖ Concessions ☐
    - Food
    - Drinks
    - Novelties
- ❖ Obtain administration supplies:
  - ❖ Rubber bands, Pens, Paper clips, markers, notice board
  - ❖ Receipt books, Lodgment slips, Petty cash vouchers, Check voucher slips ☐
- ❖ Determine process for transporting cash from collection points (is security or a courier needed?)
  - ❖ Gate Tickets sale points ☐
  - ❖ Concession ticket sale points
  - ❖ Athlete fee collection point
- ❖ Develop collection schedule, coordinate with courier if applicable
- ❖ Prior to event and each session, ensure that sale points have sufficient float and change ☐

#### **GATE:**

- ❖ Coordinate with Finance and PR Working Groups to determine ticket costs and methods of sale. ☐

## **MEET DIRECTORS GUIDE**

- Session ticket
- Season ticket
- Day ticket
- Determine Outlets
  - Off site
  - On site
- ❖ Determine types of ticket to be used e.g. paper tickets, arm bands, security features etc.
- ❖ If stands are to be cleared between days events, coordinate with security to develop procedures
- ❖ Identify persons to man gate from 1 ½ hr. before start of session ☐
- ❖ Determine gates to be used
  - Spectators ☐
  - VIP's
  - Athletes
- ❖ Establish means of identifying persons who are exiting but wish to return (if applicable) ☐
- ❖ Ensure sufficient float in hand each session ☐
- ❖ Ensure appropriate signage available ☐

## **MEET DIRECTORS GUIDE**

### **7 CONCESSIONS: – CHAIR:**

**The concessions committee is to ensure that adequate food, drink and other concession items are available for same during the competition. The Chairman will work closely with the Marketing Committee to ensure that financial and promotional objectives are realized.**

- ❖ Items to be sold at a concession stand are at the discretion of the organizing committee. When a meet is sponsored the sponsor (especially by food manufacturers) should be consulted for their ideas. Quantities will be determined by the attendance expected. Examples:
  - Souvenirs ☐
  - Meet T-shirt.
  - Food
  - Drinks
  - Swim wear
  - Swimming equipment (goggles, towels, caps etc.)
- ❖ Determine stall format and source equipment; ☐
- ❖ Ensure that adequate personnel are available to work concession stands ☐
- ❖ Work with Marketing Committee to ensure that Sponsors needs are satisfied ☐
- ❖ Work with Marketing and Volunteer Committee Chairs to ensure that sufficient food and drink is available for judges and volunteers. ☐
- ❖ Maximize profit ☐

## **MEET DIRECTORS GUIDE**

### **8 GAMES VILLAGE AND ACCOMMODATION – CHAIR:**

**The accommodation committee is responsible for securing accommodation for delegates, VIP's and Technical Officials. The committee will negotiate accommodation packages for supporters.**

- ❖ Determine number of people in each category to be accommodated. ☐
- ❖ Identify suitable accommodation for Games Village, judges accommodation and supporters; ☐
  - Where possible, identify separate accommodation venues for teams, supporters and technical officials
- ❖ Secure written agreement to include: ☐
  - Cost per person per day
  - Rooms to be used for the Secretariat, Technical Meetings and CARIFTA Congress
  - Dining costs if applicable
  - Room for village secretariat
  - Internet Café
  - Process to separate Organizers costs from those incurred by individuals
  - Method of handing taxes that may not have to paid due to waivers granted by the Ministry of Finance
  - Need for additional security
- ❖ Request rooming list from Federations. After final entries, allocate rooms ☐
- ❖ Village secretariat ☐
  - Plan layout of village office
  - Identify personnel to man office, develop work schedule
  - Coordinate with Communications Working Group to ensure sufficient phones, fax machines, and internet access are in the office
  - Ensure office furniture can be provided by hotel
- ❖ Internet Café ☐
  - Work with IT Committee to ensure that adequate furniture is provided internet cafe
- ❖ Assess catering options. Ensure quality of service while maintaining minimum cost. Work with Marketing Committee to secure donation of food items/catering as required. If hotel to provide catering: ☐

## **MEET DIRECTORS GUIDE**

- Ensure lowest cost possible
- Determine process for handling food item donations
- Plan layout of dining room and serving process – include risk assessment for “high flow” situations e.g. large inflow for breakfast and after conclusion of swimming finals session
- Ensure dining schedule accommodates competition/training schedule e.g. late water polo games, synchronized swimming training or late flight arrivals
- HAVE SPORTS NUTRITIONIST COORDINATE WITH CATERER TO DEVELOP MENU (publish menu on website)
- ❖ Consider the need for evening entertainment for delegates/swimmers at the village. Coordinate with PROTOCOL if necessary.



## MEET DIRECTORS GUIDE

### **9 MARKETING – CHAIR:**

**The Marketing Committee is responsible for developing a marketing plan, securing sponsorship, negotiating broadcast rights while developing and implementing a public relations plan.**

- ❖ Develop a Marketing and Fundraising Plan ☐
- ❖ Design event image to include logo etc. – include on letterhead, website etc. ☐
- ❖ Implement Fundraising plan, coordinating with the Finance Committee where necessary ☐
- ❖ Produce meet magazine ☐
  - Identify printing house.
  - Determine size and format of program.
  - Obtain advertisements, artwork, articles etc. / closing date ☐
  - letter requesting ads. ☐
  - contract form ☐
  - Develop plan for selling magazines e.g. during competition sessions ☐
  - Ad. Prices; ☐
  - Back cover - \$
  - Inside cover - \$
  - Full page - \$
  - Half Page - \$
  - Quarter page/With comp. - \$
- ❖ Develop PR plan, maximizing free exposure available on Sports Programmes aired on radio and television. If meet is sponsored, coordinate with the sponsors and their PR firms. The following objectives should be kept in mind:
  - To generate sponsor interest;
  - To promote the public's knowledge of the Jamaican and other Caribbean swimmers; ☐
  - To attract spectators to the competition;
  - To promote the ASAJ's swimming programmes;
  - To increase participation in all swimming disciplines;

## **MEET DIRECTORS GUIDE**

- ❖ Negotiate television and radio rights:
  - Maximize publicity; ☐
  - Maximize revenues;
- ❖ Coordinate with PROTOCOL Committee and media houses to ensure that knowledgeable commentators are available. If necessary, arrange with Competition Committee to train commentators (swimming technical issues) ☐
- ❖ Determine requirements for foreign media personnel and equipment. Ensure that all Federations are aware of the requirements
- ❖ Arrange for drafting and distribution of news releases after each competition session. ☐
- ❖ Work with Concessions Committee to maximize profit from concession sales: ☐
- ❖ Work with the Concessions Committee to minimize cost of feeding judges and volunteers; ☐
- ❖ Arrange for the production of 250 Meet “T” Shirts (for sale) – have sponsored if possible. ☐
- ❖ Arrange for the production of 500 Volunteers “T” Shirts – have sponsored if possible. ☐

## **MEET DIRECTORS GUIDE**

### **10 MEDICAL – CHAIR:**

#### **The Medical Committee is responsible for**

- ❖ Determine room where first aid will be administered at the games village and competition venues. ☐
- ❖ Ensure the First Aid rooms are equipped and stocked with appropriate items and manned as necessary. ☐
- ❖ Identify Doctor/Physio for each competition session. Personnel are to be at the pool while meet is underway. ☐
- ❖ Identify Doctors who will be on call for medical events that may occur at the Games Village. Ensure information is in Team Managers information package (Admin Committee). Hotels, may have they own Doctors on call. ☐
- ❖ Develop log to record all medical events, treatment given and any other relevant facts. ☐
- ❖ Determine how rapid response medical cases will be handled. ☐
- ❖ Determine if ambulance is required onsite during competition ☐
- ❖ Secure agreement with a hospital for emergency services. ☐



## **MEET DIRECTORS GUIDE**

### **11 PROTOCOL – CHAIR:**

**The Protocol and Ceremonies is responsible for maintaining Protocol, coordinating and coordinating with the Competitions Committee to stage manage all competition events.**

#### **PROTOCOL –**

- ❖ Where necessary, coordinate with the Ministry of Foreign Affairs
- ❖ Develop VIP Invitation list to include:
  - FINA/UANA/CCCAN personalities
  - Government personalities
  - Diplomatic Corp
  - Team (country) VIPs (monitor list of persons traveling with team to determine if VIPs are included)
  - Jamaica Olympic Association Executive
  - Jamaican Sporting Federations
- ❖ Coordinate with the Accommodation and Transportation Committees to ensure that suitable hotel and travel arrangements are made for VIP's.
- ❖ Coordinate with the Transportation Committee to ensure that a suitable vehicle, with driver, is provided for the VIP's
- ❖ Coordinate with Facilities to determine where VIPs will be seated
- ❖ Develop plan for receiving and seating dignitaries at Pool and other events.
- ❖ Determine need for Liaison Officers/Translators
  - Assign at least two officers to each team. More officers may have to be assigned if team will participate in more than one discipline
  - Ensure sufficient translators are available for the Technical Meeting
  - Arrange briefing of officers two days prior to the arrival of the first team. Briefing to include;
    - Summary of events
    - Policy for handling delegates
    - Procedures for handling problems
    - Procedures for handling emergencies
    - Need to retain a diary of significant events
    - Work schedule

## **MEET DIRECTORS GUIDE**

### **12 AWARDS & CEREMONIES:**

- ❖ Co-ordinate with Marketing Committee to determine awards (medals / ribbons / Trophies and others as required) ☐
- ❖ Work with the Marketing Committee to design the medals, trophies and other awards ☐
- ❖ Obtain Committee approval for award design ☐
- ❖ Order awards ☐
- ❖ Coordinate with the Finance Committee to obtain Tax Waivers ☐
- ❖ Determine what ceremonies are needed – work with the 3 Discipline Technical Directors to establish awards schedule. Plan as required ensuring proper protocol is maintained. ☐
- ❖ Opening Ceremony ☐
- ❖ Medal Presentation Ceremony (all 3 disciplines / 2 pools) ☐
- ❖ Closing Ceremony (if required) ☐
- ❖ Post meet party / Trophy Presentation Ceremony ☐
- ❖ Decorations for all of above ☐
- ❖ Obtain one additional flag for each country (Delegation will bring two) ☐
- ❖ Design and obtain certificate of participation to be given to every member of delegation. Print names as necessary. ☐
- ❖ Consider providing each delegation with a gift for their Federation ☐

### **STAGE MANAGEMENT:**

**All events are to be stage managed to ensure that the “show” runs on schedule, enables fair competition and great entertainment for spectators and athletes alike.**

- ❖ Work with each Technical Director to develop a script for each competition session and awards ceremony. ☐
- ❖ Work with IT to ensure that adequate “stage” communication is available. ☐
- ❖ Coordinate with PR and the Media to ensure that announcers, commentators are available for each competition schedule (for all disciplines). Announcers must understand the sport and be able to effectively excite the spectators. ☐
- ❖ Schedule a “Stage Manager” for each competition session and ceremony ☐

## **MEET DIRECTORS GUIDE**

13

### **SECURITY – CHAIR:**

**The Security Committee is responsible for ensuring the safety of all persons participating in and attending the Championships**

- ❖ Determine security needs for:
  - Competition Venues ☐
  - Parking lots
  - Games Village
  - Transportation
- ❖ Officially advise JCF and JDF of event ☐
- ❖ Develop and document a comprehensive security plan, securing adequate services at the lowest possible cost ☐
- ❖ Contract with Security providers
  - Police ☐
  - Defense Force (Military)
  - Private security Companies

## **MEET DIRECTORS GUIDE**

### **14 SUPPORTERS – CHAIR:**

**The supporters committee is responsible for developing packages for supporters to include accommodation, transportation and competition venue entry. The Committee will handle and administer all supporter requests.**

- ❖ Work with Accommodations Committee to negotiate accommodation/dining package for supporters (preferably at separate hotel from Games Village). ☐
- ❖ Work with Transportation Committee to develop package for supporters. Can the same vehicles being used for the teams be used for the supporters? Supporter transportation fee may help to recover transport costs. ☐
- ❖ Work with Finance Committee to include Season Passes or other entry tickets as part of the supporters package ☐
- ❖ Put package information on the CARIFTA 2010 Website ☐
- ❖ Send package information to participating Federations ☐
- ❖ Determine how supporters package payments are to be collected. Ensure sufficient volunteers are scheduled. ☐
- ❖ Coordinate with PR Working Group to disseminate information to Federations and on the event website ☐
- ❖ Coordinate with Accreditation to determine method of identifying and accrediting supporters. ☐
  - Ensure method includes a way to identify persons who are entitled to transportation plus competition venue entry and those entitled to competition venue entry only e.g. season pass
- ❖ Develop method of communicating with supporters prior to the competition ☐

## **MEET DIRECTORS GUIDE**

### **15 TRANSPORTATION – CHAIR:**

**The Transportation Committee is responsible for developing and implementing a plan to transport accredited personnel. The objective is to provide reliable transportation at the lowest possible cost**

- ❖ Determine who will need to be transported
  - Athletes and team officials
  - VIPs e.g. CCCAN, UANA, Federations etc. ☐
  - Supporters (coordinate with Supporters Coordinator to ensure that there is a process to recover costs)
- ❖ Identify transportation needs (airport/hotel – hotel/pool) – busses, cars etc. ☐
- ❖ Identify vehicles (buses/cars)/fuel etc. – use donations where possible, however a better product is normally offered if vehicles from the same company can be used; ☐
- ❖ Confirm vehicles are insured ☐
- ❖ Determine and document routes ☐
- ❖ Develop a transportation schedule at least two weeks prior to start of event (coordinate with accommodation for arrival/departure times) ☐
- ❖ Identify communication needs (radios etc.) – advise IT ☐
- ❖ Establish means to contact owners/drivers - for delays, breakdown etc. ☐
- ❖ Coordinate with Accommodation and Pool Facility Working Groups to determine pickup and drop-off points / procedures (are any signs necessary?) ☐

## **MEET DIRECTORS GUIDE**

### **16 VOLUNTEERS – CHAIR:**

- ❖ Develop administrative procedures and documentation to:
  - Seek volunteers ☐
  - Track contact information and other details for each volunteer ☐
  - Obtain and photos for Accreditation ID's ☐
- ❖ Coordinate with each CISC OC sub-committee to determine manpower requirements ☐
- ❖ Assign volunteers based on interest and expertise of volunteer (where possible) ☐
- ❖ Determine clothing needs for each volunteer group.
- ❖ Work with Concession's Committee and Marketing to ensure that food/snack/drink is procured (preferably sponsored) for all Technical Judges ☐
- ❖ Develop process for getting refreshments to Technical Officials during competition breaks (system should include a process to control who gets refreshments and when) ☐
- ❖ Coordinate with Accreditation Committee to ensure that ID's are made for volunteers ☐
- ❖ After the Championships, ensure that an appropriate recognition function is arranged for the volunteers. Consider special awards for hard workers. ☐
- ❖ After the Championships, ensure that appropriate "thank you" letter is sent to each volunteer ☐