



THE ROLE OF A MEETING MANAGER

And what it entails!

The Meeting manager shall be responsible for-



- The correct conduct of the competition
- Shall assume overall responsibility for the running and control of the meeting.
- This can be applied to all levels of meetings.

And at specific points



- Prior to the meeting
- Immediately before the meeting
- During the meeting
- At the end of the meeting
- After the meeting



Prior to the meeting

- Liaise with league organising committee/coordinator to check arrangements at the venue.
- Check first aid has been arranged
- Check that there are rooms for officials to register and another for athlete registration.
- Prepare a box of useful items, such as stationery, blue tack, rule book.

Immediately before the meeting



- Check signage is in place
- Number bibs are ready to distribute, if required.
- Issue radios
- Meet with Referees and chiefs to pass on specific requirements
- Supply field cards and result pads
- Check the means of communications are working



During the meeting

- Ensure results flow is working effectively and results for public viewing are being displayed in appropriate area.
- Maintain constant contact with all Chief officials and stadium staff to ensure a smooth running of the meeting
- Make notes of any problems observed and how they were resolved
- Maintain overall responsibility for the running and control of the meeting.



- Keep a copy of the timetable on you, so that you can check that everything is running to time
- Have in your possession accident and incident report forms.



At the end of the meeting

- Collect all radios
- Ensure full set of results are available for organisers.
- Check that all equipment has been out away.
- Tidy up
- Turn the lights out as you leave! 😊

After the meeting



- Receive reports and combine with yours to report on meeting to event organisers
- Check that all equipment has been out away.
- Tidy up
- Turn the lights out as you leave! 😊

OPEN MEETINGS



- An open meeting, will probably not need a meeting manager but most definitely a meeting organiser.
- They will promote the meeting.
- Produce a Timetable.
- Arrange officials and what refreshments will be provided.
- Then on the day, they become the Meeting Manager checking that all is running smoothly.

CLUB LEAGUE FIXTURES



Clubs hosting league meetings

- What do they need to consider before they offer to host.
- Appoint a Meeting Manager who can assess the suitability to host.
- Meeting Manager to ensure that the host club can provide the chief officials and can get a starter for the meeting.
- Deal with any issues that may arise on the day.

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cont....



- Cont...
- Ensure that there will be stadium staff to deal with moving equipment.
- As a last resort, the meeting manager will need to mediate on protests.
- Ensure that the results are posted as soon as possible.

COUNTY CHAMPIONSHIPS



- Each county should have in place someone who –
- looks for suitable venue to host a county champs.
- seek availabilities of officials for county champs.
- will deal with the entries.
- Will create the timetable.
- Will send the Timetable out to all officials.
- Will arrange refreshments for officials.

REGIONAL CHAMPIONSHIPS



- Now the hard work begins –
- Visit the venue the day before if possible, so you can...
- Check that all the boxes from the SEAA office have arrived
- Put up SEAA banners
- Put up signage.
- Put radios on charge.

Cont.....



- Visiting the day before, saves you so much time as the Saturday morning of a two day SEAA meeting is extremely busy.
- The SEAA provide personnel to check in officials and hand out expenses.
- The first thing the Meeting Manager will do is make sure the urn is on for teas and coffees.
- Hand out radios to chiefs.
- Make sure that each section has their box of tricks

NATIONAL CHAMPIONSHIPS



- Check in all the officials on arrival
- Make sure that the tea urn is on and supplies are there.
- Make sure the lunches are brought out on time and that there is plenty.
- Deal with any accommodation issues.
- Sign off the travel expenses claims.

Essential duties of a Meeting Manager



- Put the Urn on first thing.
- Hand out radios
- Make sure the toilets are well stocked with toilet paper.
- Keep the venue tidy, including the tea/coffee area, as officials are a messy lot!



What if.....