

SPMS Open Water Coordinator/Quartermaster/Marketer

Opening statement: SPMS should pay for an open water coordinator / quartermaster / marketer at every open water event.

SPMS current guidelines already detail the responsibilities of a Meet Coordinator / Quartermaster position for swim meets.

Current **SPMS Policies and Procedures**

(<http://www.spmasterswim.org/w/SPMS/bylaws/>)

101.7 SPMS Standing Committees

C. Meet Operations

4. Under the supervision of the Meet Operations Chair, the Meet Coordinator/Quartermaster will perform the following contractual duties:

- a) contact swim meet hosts two weeks prior to a meet to coordinate needed SPMS supplies (awards, ribbons, stopwatches, lap counters, clipboards, etc.);
- b) arrange with meet hosts, prior to a meet, any special needs such as lifeguard, registration, or other duty to perform and assist in the operations of that meet;
- c) maintain the SPMS forms file and bring to swim meets. The forms file should include the following: current SPMS newsletters, blank SPMS relay forms, swimmer transfer forms, new swimmer registration forms, current and upcoming meet forms, current USMS top ten publications, and split request forms;
- d) maintain awards inventory and keep a current count of all SPMS ribbons and medals throughout the year, and assist in ordering more when needed;
- e) assist meet hosts who decide to use SPMS awards in the distribution of SPMS awards and ribbon tally during a meet, and present the meet host with an invoice for the awards and ribbons at the conclusion of the meet;
- f) maintain SPMS meet supplies, and repair or replace supplies when needed.

The Meet Coordinator/Quartermaster is a paid position in SPMS.

This position is a task that Steve Schofield did for many years and he was paid to fulfill the responsibilities.

It is not in the best interest of the swimmers for the coordinator / quartermaster / marketer to be an event participant. The coordinator / quartermaster / marketer needs to be available before, during and after each race to support the registration process, explain the benefits of membership and answer any questions regarding membership.

As SPMS Registrar it is clear to me that Swim Meet attendees benefit greatly by having a Meet Coordinator/Quartermaster because the paperwork which arrives to me is

accurate, clear and the swimmers have been properly informed. Open Water Events are missing this benefit.

In addition, as SPMS Registrar, I have spoken with swimmers that attended Open Water Events and their understanding of the registration process was incomplete.

SPMS should adopt the following into the **SPMS Policies and Procedures**:

Open Water Coordinator/Quartermaster/Marketer

Open Water Event Operations

Under the supervision of the Open Water Chair, the Open Water Coordinator/Quartermaster/Marketer will perform the following contractual duties:

a) contact open water event hosts two weeks prior to an event to coordinate needed SPMS supplies (awards, ribbons, stopwatches, clipboards, buoys, start/finish flags, etc.);

b) arrange with open water event hosts, prior to an event, any special needs such as lifeguard, registration, or other duty to perform and assist in the operations of that event;

c) maintain the SPMS forms file and bring to open water events. The forms file should include the following: current SPMS newsletters, swimmer transfer forms, new swimmer registration forms, current and upcoming open water event and meet forms;

d) maintain awards inventory and keep a current count of all SPMS ribbons and medals throughout the year, and assist in ordering more when needed;

e) assist open water hosts who decide to use SPMS awards in the distribution of SPMS awards and ribbon tally during an event, and present the open water host with an invoice for the awards and ribbons at the conclusion of the event;

f) maintain SPMS open water supplies, and repair or replace supplies when needed.

A. Coordinator/Quartermaster/Marketer Assignment - A coordinator/quartermaster/marketer assigned by the Open Water Swimming Committee must be in attendance at all sanctioned open water swim events. Such coordinator/quartermaster/marketer should not be a member of the host club.

B. Coordinator/Quartermaster/Marketer Pay - SPMS shall reimburse the assigned coordinator/quartermaster/marketer an \$80 daily fee plus a \$20/race fee.

2012 would be the first year trying a solution like this and we should reevaluate at the end of the year.

Potential financial impact for 2012

7 days of competition and 14 races

\$560 + \$280 = \$840