

2008 LC Eastern Zones – Report for VSI Board Jan 2008

Arrangements are going well for the meet. Bill Marlin and many of the PVS board have done a great job talking to pools and getting the physical arrangements made.

In general, VSI will be responsible for manning and running the 12 and younger preliminary session at the Rockville Municipal Swim Center, an outdoor 8 lane pool, and PVS will be responsible for running the 13 and older preliminary session at the indoor M.A.C. Center. Both LSCs will assist running finals, with the majority of the setting up by PVS since they will be at the facility during the morning.

Michael Downs is the overall meet referee, and will be assisting Bill Marlin, the overall meet director, in creating the meet invitation.

There are three items that I need to bring to the board's attention at this meeting:

1. We are ready to create the bank account from which all money will flow in and out of. The name of the account will be "2008 Eastern Zone LC AG Championships". John Ertter will create the account, and will be the only person to deposit and write checks. Bill Marlin will be the only contact to authorize John to write checks. Each LSC will appoint someone to have complete read-only access to this account on a daily basis.

MOTION: To write a check in the amount of \$5000 made payable to the account as one half of the initial deposit to this account.

REQUEST: That the board appoint someone to monitor the account on behalf of the VSI board.

2. VSI will need to bring some equipment to the facility to help run the meet. PVS will provide some of the equipment needed, as the distance they must travel is much shorter. The equipment needed is:

2 CTS 6 systems (provided by PVS)

3 Championship starters (provided by VSI)

backup speakers (VSI)

3 complete sets of **timing pads** (2 sets from PVS, **backup set from VSI**)

2 full sets of **buttons** (1 set from PVS, **backup set from VSI**)

2 computers to run MM (PVS has laptops with VISTA)

Watches (VSI)

Paper, Pens, Clipboards, Pencils, red pens, paper clips, tape (VSI)

Coolers (VSI)

REQUEST: I don't have transport ability for the pads and all. I either need someone that can transport these items to MD, or rent a car and trailer capable of doing so.

3. Workers. I would like to know as soon as possible who will be at the meet able to work. Warmups begin at 7 am and the meet will be over around noon each day. The critical person I need fairly soon is someone to be in charge of hospitality. As this is an outdoor venue, we will have breakfast items, and snack items for officials. The person will be asked to liaison with the PVS people and to help with purchasing food and items at SAMs or similar store during the four days of the meet. In addition, these are the positions (other than officials that I assume Michael is working on) that I've identified we need:

Hospitality
4-5 Marshals
2 money takers (for admission and heat sheet sales)
announcer
2-3 runners/posters

General information: Here is some general information about the outdoor site:

- 8 lanes, blocks and pads on both ends, separate 6-7 lane, 20 yard warmup space available until 11:45 each day. We can dive at both ends of the pool
- 8 lane scoreboard
- concrete stadium type space for spectators that will have seats. Also, a grassy hill and ample outdoor space for spectators
- grassy area on other side of pool for swimmers. This will be blocked into 12 areas for the 12 LSCs and will have tents. LSCs will be informed they may wish to also bring additional tents themselves.
- The pool facility will run their snack bar
- There will be an apparel company and swim shop selling items at the facility
- The lifeguards will set up and take down the equipment at the pool each day
- The PA system at the pool is adequate for our needs
- 2 Marshals are needed to control access to the swimmer area, they will be at either end of the spectator side preventing spectators from going to the other side of the pool.