

## **Meet Manager**

### **Roles and Responsibilities**

#### **MITCA Team State Meet – Memorial Day Weekend**

- Seek out hosts for each division to pass on to TF Committee for selection at January E-Board Meeting
- Maintain annual common meet event sheet for meet hosts
- Communicate with hosts to ensure all divisions are operating within the same parameters and are aware of expectations to host, income division and any other set up / management needs
- Ensure that results, records are kept for each division and submitted to [www.mitca.org](http://www.mitca.org) in a timely manner
- Gather post meet information from hosts and attendees to seek further improvement with the event
- Coordinate with appropriate MITCA E-Board officials to coordinate awards ordering and distribution. Best given to hosts at TF Clinic to avoid shipping costs
- Coordinate with ADDIX or any other vendor to set up merchandise sales at each event and make sure profit sharing is submitted within the agreed upon time frame
- Set up and maintain power rankings, invite schools, maintain contacts and deliver information to meet hosts as needed
- Report to E-Board with all information pre/post event
- Maintain and update social media communication via Twitter, Facebook and MITCA website

#### **Michigan Team Trials – Mid East Qualifying Meet – Saturday of XC Clinic**

- Seek out host site and host personnel for event
- Advertise for event via mailers (xc committee), XC State Finals, emails, social media
- Coordinate with MITCA E-Board officials to coordinate awards ordering and distribution
- Work with host site/personnel to ensure timing, workers, venue setup is appropriate
- Coordinate with MITCA E-Board officials to set up schedule that works efficiently with Saturday Clinic Schedule (guest speakers, clinic sessions, etc)
- Work with MITCA E-Board officials to have travel for guest speakers, honorary starters, etc attend the event when possible
- Report to E-Board with all information pre/post event
- Attend event and assist as needed
- Maintain and update social media communication via Twitter, Facebook and MITCA website

#### **Mid-East / West Meet of Champions (XC, TF)**

- Coordinate with Team Michigan XC Coaches to have uniforms ordered, qualifier registration completed and rosters filled
- Serve as liaison to coaches, site hosts (when in Michigan) for any issues requiring MITCA E-Board assistance
- Attend events when possible
- Communicate with Coaches regarding uniform ordering timelines, uniform quantities/surplus and overall expectations
- Invite Coaches to MITCA E-Board meeting for post meet communication or serve on their behalf
- Assist with meet management when possible
- Seek nominations for head & event coaches / coordinators when necessary
- Maintain and update social media communication via Twitter, Facebook and MITCA website

### **Other Roles & Responsibilities**

- Attend scheduled meetings of the MITCA E-Board, including June mid-week meeting for State Meet recap
- Serve as assistant to Clinic Coordinator for XC/TF clinics.
- Maintain working with relationships with vendors, coaches and potential volunteers for events