



GCSC Open Meet Technical Co-ordinator

Role

Provide technical support for Open Meets, including co-ordinating entries and operating meet software (Hy-Tek Meet Manager)

Skills

- Well organised and efficient
 - Confident with database application
 - Willingness to communicate both within and external to club
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Main Duties

- Co-ordinate Open Meet entries, liaising with other clubs and Competitions Secretary
 - Import Hy-tek entry files into Meet Manager software, plus manual entries as required
 - Provide reports on entries and planned timings as required by Open Meet Promoter
 - Provide psych sheets, programme input and heat sheets etc as required
 - Operate Meet Manager software during Open Meets, integrating with timing system and providing results, positions and points as required, including input to Meet Mobile
 - Export Hy-tek result files for distribution and reports for national rankings
 - Liaise with Open Meet Promoter and Treasurer regarding income and refunds
 - Provide similar support for licensed internal meets
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Commitment

Significant time required in preparation for Open Meets.

Benefits to Self

Rewarding position promoting GCSC as a well-managed club. Significant impact to club income.
