

**NATO Marlins Swim Team**

**Fri., Jan. 13, 2012**

**Executive Meeting**

Venue: NATO Staff Centre–Lifeguard Office

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**President:** Petr Lunak

**Meet Director:** Jan Stepanek

**Vice-President/Secretary:** David Zaruk/ Susan Laane

**Athletic Director:** Dorota Florczyk absent

**Treasurer:** Astrid Mevissen/ Leong Ho

**Head Coach:** Karen Van den Brink

**Divisionals Project Manager:** Lisa Sheahan

**Next Meeting: Happy Hour: Friday, Jan. 27**

***1. Treasury:***

Leong reported the accounts transactions for the year 2011 are completed.

He will have the draft summary ready by January 25, to be discussed at Happy Hour on Jan. 27. Plans are being made for Leong to meet with Alex Dewaele before meeting with sports committee (NSC) to prepare the financials. Leong and Petr expect to meet with the NSC the second week of February.

Account summary:

Earnings 2011:

LTS Learn to Swim Program income: 21,000 euros.

Anticipated expenses for 2012:

Starting system 3500 euros excluding VAT; 4000 euros in total. Petr will write a letter to the sports committee (NSC) to request starting equipment, and expects to be offered a contribution/partial help with the cost.

Equipment replacement: 200 euros

Website upgrade: 1000-2000 euros (approx.)

Apparel/supplies: 500 euros

Champs splash fees (club pays for qualified swimmers in full) approx. 2000 USD; 20/event, relays \$25 for 4 swimmers) Fees are paid at meeting Karen will attend in Stuttgart Feb 4th.

President's meeting in April will also need to be partially subsidized, amount unknown at this time.

## ***2. Pool Occupancy 2012***

Rudi reported to Petr that there is no change expected this next year related to pool access. We should be able to keep the same amount of time/days/hours as this past year. Inquiry as to the possibility of acquiring 2 lanes on Thursday evenings: the staff center does not appear to want to discuss. Petr will contact Rene Morreux and Jean Marie Michelle to explore further. Anticipating a positive response, the coaches will decide how best to make use of this extra time. The idea of dry land training was raised by David, combining this with one hour of swimming.

## ***3. Divisionals:***

The meet announcement will go out very soon.

>Warming up times: 8:30-8:50. 8:50- 9:10. 9:10-9:30 (3 sessions with two teams per time slot) Scratches deadline 9:00

>9:30: A welcome announcement will be made by Petr, our president - including a message somewhat to the effect of, "Could the head coaches please stand forward to receive your flags..."

The younger swimmers will then offer these head coaches a NATO flag.

The NATO Anthem will then be played.

>9:45 Marshaling, timers, officials meetings commence.

>Starting cheers will be brief so that we can begin on time.

>10:00 START of competition! (Duration approx. 5 hours)

Cafeteria available at 11:00 for those not bound by swimming events.

>Lunch break: 12:30-13:30

>Medal ceremony for events 1-20 to be carried out during lunch in cafeteria. We have limited use of space of the cafeteria (right side only). Karen will approach Bahlya (cafeteria supervisor) to confirm permission to use microphone, where, what time, possible podium etc. as there are other groups using the space at the same time.

End of competition: Medal ceremony at poolside; events 21-40.

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Statisticians need one additional person to sort out the medals - Dee will ask Laura will do this, as she helped them at the last meet.

Lisa will send out a lunch notice to meet coordinator of each team, she needs a reply by Jan. 23 with 1 payment in our account for each team.

David will approach a photographer to cover the event.

Consignment/apparel table will be run by Lisa and Sue. Debbie de Jardin has volunteered to float around to relieve them and other parents during their children's events.

Lisa will order 400 tickets with NATO insignia on them and the words "Pasta Bowl" written on them. Karen to coordinate.

The announcement will state all entries need to be in by Wednesday.

Karen will then create the preliminary heat sheets and print them out Friday. These will then be ready to sell to the general public. The scratch sheets will be (re)printed Sunday morning and handed to the coaches only.

Set up Saturday evening at 18:30: Poolside: Van den Brink, Lunak, and Stepanek. Sheahan and Laane: tables for concessions and apparel, Division logo banner, etc.

Every window is for a different team. The last window needs to stay open/free for the lifeguard. Possibly Lisbon could be positioned there, as they only have 5 swimmers coming.

Info desk - for lost people - Astrid and Ute will take care of this, and help direct people.

David will send out an invitation to the parents of the visiting teams to offer them a walking tour of Brussels/Grand Place Saturday night.

Chalet - we will keep the option open for teams to store extra baggage if needed. Chances are most will store their extra things on their busses.

Lisa to ask the perfume shop if they could run a special offer for our competition.

Clean up - everyone will be on hand to make this task a quick one.