

Meet Manager

Nose Creek Swim Association (NCSA)

Location: Calgary & Area

Employment Type: Contract / Part-Time (Meet-Based)

About NCSA

Nose Creek Swim Association (NCSA) is a not-for-profit competitive swim club serving athletes across Calgary and surrounding communities. NCSA hosts Swim Alberta-sanctioned meets throughout the season and is committed to delivering safe, efficient, and professionally run competitions for athletes, officials, coaches, and visiting clubs.

Position Summary

NCSA is seeking an experienced Meet Manager with strong, hands-on experience using Hy-Tek Meet Manager software to provide end-to-end operational ownership of all NCSA-hosted swim meets. This role is responsible for planning, administering, and executing meets in compliance with Swim Alberta requirements, with Hy-Tek Meet Manager serving as a core operational tool.

Reporting Relationship

The Meet Manager reports to the **General Manager (GM)** and works closely with the Head Coach, Officials Chairs, and volunteer leads to deliver NCSA-hosted swim meets.

Key Responsibilities

Hy-Tek Meet Manager (Core Responsibility)

- Set up and administer meets in Hy-Tek Meet Manager, including events, sessions, timelines, and standards
- Manage team entries, scratches, deck entries, and updates
- Generate psych sheets, heat sheets, start lists, seeding, and official results
- Coordinate electronic timing integration and results submission
- Troubleshoot Hy-Tek issues during live meet operations

Meet Planning & Administration

- Provide end-to-end operational ownership of all NCSA-hosted meets
- Prepare meet packages and submit sanction applications to Swim Alberta
- Coordinate pool bookings, equipment, and meet logistics
- Collaborate with the Head Coach on meet format, sessions, and timelines

Officials & Volunteers

- Act as primary liaison with Officials Chairs and Referees
- Recruit, schedule, and support meet volunteers

Meet Execution

- Oversee all day-of-meet operations
- Serve as primary contact for Swim Alberta, visiting clubs, officials, and facility staff

Post-Meet Wrap-Up & Reporting

- Finalize and distribute results from Hy-Tek
- Support post-meet financial reconciliation, including revenue tracking and volunteer credits

Qualifications & Experience

- Demonstrated experience running swim meets using Hy-Tek Meet Manager (required)
- Previous Meet Manager or Assistant experience strongly preferred
- Swim Alberta Meet Manager certification preferred (or willingness to obtain)
- Strong organizational and communication skills

Time Commitment

Meet-based role with preparation work in advance of each meet. On-site presence required during hosted meets. Estimated 10–25 hours per meet depending on size and complexity.

Compensation

Hourly rate: \$25–\$35/hour, commensurate with experience, or a per-meet flat rate based on meet scope.

How to Apply

Please submit a resume highlighting Hy-Tek Meet Manager experience and a brief description of meets you have supported or led to:

office@ncsaswim.ca