

Document	Meet Director - NPDCS Job Description
Version	2.0
Date	July 9, 2006

Job Name	MEET DIRECTOR
Summary	Responsible for oversight of Championship Meet at a particular site
Pre-Meet	<input type="checkbox"/> Participate in planning for meet. <input type="checkbox"/> Update documentation related to meet. <input type="checkbox"/> Attend/run Job Coordinators' meeting. <input type="checkbox"/> Procure team swimmer estimates for meet. (delegate to Job Coordinators) <input type="checkbox"/> Assign job types and number of jobs to teams. <ol style="list-style-type: none"> <li>1. Using initial sheets (e.g. NV2-Part1, NV2-Part2), put together the Job Coordinator word document (take out the other championship meet job assignment table) by typing in the name of the coordinator, phone #, email, and each job.</li> <li>2. Email the completed Job coordinator sheets to each of the coordinators for your meet.</li> <li>3. Let coordinators know in the email that the job assignments could increase or drop if there are wide swings in team numbers. (Estimates will start to turn into actuals).</li> <li>4. Call each job coordinator <b>on the phone</b> and explain this to them and make sure they received your email.</li> <li>5. As you get updates: (get updates each week for 3 weeks before Classic and City) <ul style="list-style-type: none"> <li>• Get an update via email for a team, then go to the spreadsheet, and make the update to the "Job Estimate – Classic" sheet. This will either cause more jobs or fewer jobs to happen for the team. If the change is small (e.g. one swimmer added/removed) you may not see a change at all.</li> <li>• Open the sheet named "Your session – Part 1 or 2" and look for unassigned jobs or too many jobs (negative number in the To Fill column). Plug in the numbers in the gray part of the sheet so that the jobs are correct again, and take note of the changes.</li> <li>• For each of the changes, call the job coordinator person for that team and let them know the change. Also EMAIL them the change and keep a copy.</li> </ul> </li> </ol> <input type="checkbox"/> Obtain completed copies of Team Worker Lists by designated date. <input type="checkbox"/> Have a person on Meet committee make name tags. <input type="checkbox"/> Schedule walk through of site with appropriate Aquatics Director. Communicate this information to all teams involved. <input type="checkbox"/> Attend the scheduled walk through of site. <input type="checkbox"/> Make sure that carpet runners for the floors are available and determine where these will be placed so that the floors are not slippery. This is a major concern of the schools and Park District. <input type="checkbox"/> Assign each team area and put up general signs, team area signs, results signs, and other signs as appropriate. <input type="checkbox"/> Attend the scratch meeting prior to each session. <input type="checkbox"/> Keep track of all changes to the heats and record what fines will be levied and the reason for the fine.
During Meet	<ol style="list-style-type: none"> <li>1) Before meet, meet with the group of NPDCS reps responsible for each job area and ask them if they have questions. Make sure that they let the job signup person know where they should send people after they sign in for jobs so they can meet with people. Make sure they take attendance.</li> <li>2) Make sure job signup area is well-staffed with NPDCS reps to coordinate job signups.</li> <li>3) Make sure announcer meets with meet referee to discuss protocol for announcing events.</li> <li>4) Ensure the flow of swimmers continues to move.</li> <li>5) Keep meet going. (Example: if there is a false start and swimmers accidentally do not stop and complete a lap, talk immediately to the referee and ask that the next heat be started and make sure the announcer knows too. Just be on your toes to things that will delay the meet. Example: make sure announcer has <b>stopped talking</b> well before</li> </ol>

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	<p>the last swimmer clears the last flag at the end of the race. An announcer can slow the meet down very much if the referee has to wait for them to be quiet before they blow their whistle. Some announcers do not like to do this and feel a need to “perform” for the spectators. Be firm and tell them that’s not the reason for the announcing. Make sure you use the announcer to communicate to the spectators about noise, concessions, flash photography, kids in stands when they shouldn’t be, saving seats in stands, etc... You and the announcer are crucial in the control of the pace of the meet.</p> <p>6) Deck should be clear of people that shouldn’t be there. Use the head marshal and marshals on deck to be your eyes and ears for people who shouldn’t be there. Be liberal on City Friday 15/18 night. Don’t let it get out of hand though. Kids with street clothes walking around aimlessly do not belong on deck, whereas college friends home for the summer may come down on deck as long as they are engaged in the meet watching the competition. Use your judgment.</p> <p>7) Safety first – prepare accident forms as necessary.</p>
Post-Meet	<p><input type="checkbox"/> Ensure each team area is clean before team reps are allowed to leave.</p> <p><input type="checkbox"/> Prepare summary noting the following:</p> <ul style="list-style-type: none"> <li>• Time meet started and finished.</li> <li>• Time last volunteers left the meet (computer and awards).</li> <li>• Problems encountered.</li> <li>• Why things went well.</li> <li>• Suggestions for improvement in future.</li> <li>• Suggestions on how areas ran efficiently.</li> <li>• Suggestions to help future people in charge of particular areas.</li> </ul>
Supplies	<p><input type="checkbox"/> a few rolls of painter or masking tape</p> <p><input type="checkbox"/> a few dark magic markers</p> <p><input type="checkbox"/> Results and Age Group signs</p> <p><input type="checkbox"/> Team Area signs</p> <p><input type="checkbox"/> General Signs</p> <p><input type="checkbox"/> Walkie Talkies (from school)</p>