**Meet Manager Director Job Description**

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| **General Description:** The Meet Manager is responsible for planning and coordinating all home hosted meets. |

**Term:** This is an elected position with a two-year term as per club bylaws

**Reports To:** President and membership of Okotoks Mavericks Swimming

**Direct Reports:** Committee members as required

**Detailed Description of Responsibilities and Duties**

**Operations:**

* Has Meet Manager certification with Swim Alberta
* Plans home hosted swim meets in collaboration with head coach
* Creates meet packages for home meets and submits these to Swim Alberta for approval
* Liaison with referees to fill home meet positions
* Books facilities for home meets
* Has a strong understanding of Meet Manager software
* Ensures all equipment is in good order and supplies are replenished as needed
* Oversees set-up and take-down of home meets

**Reporting:**

* Provides a monthly report to the board of directors at all regular meetings
* Provides the board with an update on revenue earned from home meets after each meet
* Attends MAVS board meetings on a regular basis