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| Document | **City Meet Director – NSC Job Description**  |
| Version  | 2.0 |
| Date | June 2014 |

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| Job Name | **City Meet Director** |
| Summary | Responsible for preparing for and overseeing the City Championship meet. |
| Pre-Meet | □ Meet with your City committee and agree on responsibilities□ Decide on due dates and communicate them to the NSC reps□ Meet with the host high school aquatics person in June to plan the meet. Reserve chairs, bleachers, garbage cans, carpet runners, tables, etc □ Write the meet packet and send it to all teams (NSC reps and coaches) in June□ Assign an “Area Of Responsibility” for each team, each session (timers, hospitality, marshals, etc) □ Obtain name, email address and phone number for each team’s Job Coordinator□ Collect the City swimmer estimates from each team to determine the number of workers each team must supply□ Assign jobs for the workers from each team (session and specific jobs) based on swimmer estimates□ Collect the names of each volunteer worker from each team for all jobs □ Create the name badges for each worker, for each team and put them in an envelope by team□ Obtain the final heat sheet from the meet computer person and have the heat sheets printed for each session□ Contact the meet referee to see if he or she has any questions□ Get lifeguards for each session □ Get someone to sing the National Anthem for each session, preferably a swimmer □ Run the set up meeting on the Friday afternoon of the City meet (2 people from each team must attend, at least one being a NSC rep)□ Be sure everything is in the right spot – chairs, bleachers, garbage cans, carpet runners, etc□ Have the set up reps put up signage throughout the gym, bleachers and pool deck □ Assign each team area in the gym and have the set up reps put up team sign in the designated spot in the gym  |
| During Meet | □ Attend each scratch meeting. Lead meeting if necessary.□ Keep track of all changes to the heats□ Be sure the bullpen is organized and prepared. Saturday morning is always a challenge with the younger swimmers□ Be sure each area of responsibility is working well (bullpen, timers, marshals, etc)□ Be in constant communication with your City meet committee to be sure everything is Ok (heat sheet sales, t-shirt sales, balcony, concessions, awards, gym, bullpen, workers are reporting on time, etc □ Be prepared for a smooth transition between the Saturday morning session and the Saturday afternoon session- swimmers get in and out of the gym on a timely basis, warm-ups start on time, coaches and swimmers clean up their areas, etc □ Be available and accessible at all times in case of problems  |
| Post-Meet | □ Ensure each team area is clean before team reps are allowed to leave□ Announce team meet results and team age group winners □ Be sure all supplies are put back in the bins□ Be sure someone takes the bins home  |
| Supplies | □ Several bins will be provided to you by the Classic Meet Chair |