

Document	City Meet Director – NSC Job Description
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Job Name	City Meet Director
Summary	Responsible for preparing for and overseeing the City Championship meet.
Pre-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with your City committee and agree on responsibilities <input type="checkbox"/> Decide on due dates and communicate them to the NSC reps <input type="checkbox"/> Meet with the host high school aquatics person in June to plan the meet. Reserve chairs, bleachers, garbage cans, carpet runners, tables, towels, etc <input type="checkbox"/> Write the meet packet and send it to all teams (NSC reps and coaches) in June <input type="checkbox"/> Assign an “Area Of Responsibility” for each team, each session (timers, hospitality, marshalls, etc) <input type="checkbox"/> Obtain name, email address and phone number for each team’s Job Coordinator <input type="checkbox"/> Collect the City swimmer estimates from each team to determine the number of workers each team must supply <input type="checkbox"/> Assign jobs for the workers from each team (session and specific jobs) based on swimmer estimates <input type="checkbox"/> Collect the names of each volunteer worker from each team for all jobs <input type="checkbox"/> Create the name badges for each worker, for each team and put them in an envelope by team <input type="checkbox"/> Obtain the final heat sheet from the meet computer person and have the heat sheets printed for each session <input type="checkbox"/> Contact the meet referee to see if he or she has any questions <input type="checkbox"/> Get lifeguards for each session <input type="checkbox"/> Get someone to sing the National Anthem for each session, preferably a swimmer <input type="checkbox"/> 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) <input type="checkbox"/> Be sure everything is in the right spot – chairs, bleachers, garbage cans, carpet runners, etc <input type="checkbox"/> Have the set up reps put up signage throughout the gym, bleachers and pool deck <input type="checkbox"/> 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	<ul style="list-style-type: none"> <input type="checkbox"/> Attend each scratch meeting. Lead meeting if necessary. <input type="checkbox"/> Keep track of all changes to the heats <input type="checkbox"/> Be sure the bullpen is organized and prepared. Saturday morning is always a challenge with the younger swimmers <input type="checkbox"/> Be sure each area of responsibility is working well (bullpen, timers, marshalls, etc) <input type="checkbox"/> 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 <input type="checkbox"/> 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 <input type="checkbox"/> Be available and accessible at all times in case of problems
Post-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure each team area is clean before team reps are allowed to leave <input type="checkbox"/> Announce team meet results and team age group winners <input type="checkbox"/> Be sure all supplies are put back in the bins <input type="checkbox"/> Be sure someone takes the bins home
Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> Several bins will be provided to you by the Classic Meet Chair