

Document	Classic Swim Conference Representative -- NSC Job Description
Version	3
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Job Name	SWIM CONFERENCE REPRESENTATIVE
Role for Classic Meet	<ol style="list-style-type: none"> 1. Be job lead for assigned area. This entails showing people “the ropes” or delegating to workers assigned by the Classic Committee. 2. Attend and assist with set-up for the meet the day before the meet starts. 3. Be a backup to workers if workers do not show up. 4. Help address any safety issues that might arise. 5. Make sure your team cleans up their team area. 6. Make sure your team behaves in a professional and courteous manner.
Pre-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Understand what time you need to report the day before the meet to set up. <input type="checkbox"/> Understand the job area you need to be mentor for by reading the job descriptions. <input type="checkbox"/> Make sure your Classic Job Coordinator has gotten all your team’s jobs filled.
During Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Understand the job area you need to be mentor for by reading the job descriptions. <input type="checkbox"/> Make sure your City or Classic Job Coordinator has gotten all your team’s jobs filled. <input type="checkbox"/> Make sure your team is being professional and courteous. <p><i>Steps to perform during meet:</i></p> <ol style="list-style-type: none"> 1. You show up at the meet and check in with the meet director. 2. You find the location at the facility where your job area should meet (example: timers report to the deck). 3. You wait for your workers at the job meeting location and check them in. (you will be provided a check-in sheet by the meet director.) 4. If a worker does not show up, you give the name/pool/job to the announcer and they will make an announcement to the spectators. The Classic job coordinator for the team the worker belongs to is notified and they provide a substitute or substitute for the job themselves. 5. You explain to each worker how you want them to perform their job. 6. You ask the workers to get ready to start working (e.g. report behind the blocks for timers).
Post-Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Make sure your team area is cleaned up.
Supplies	<ul style="list-style-type: none"> <input type="checkbox"/> None
Notes	<ol style="list-style-type: none"> 1. You are not responsible for finding people to fill jobs. This is the responsibility of each team’s job coordinator. Workers will report to you and you sign them into the job. Then you explain the job responsibilities to them. 2. The job specifics you need to learn will be provided in a separate document by the Classic Meet Director.

