

Brookdale Buccaneers  
Parent Chair Job Description

**CLASSIC MEET COORDINATOR**

The Classic Meet Coordinator is the liaison to the Naperville Swim Conference for the team's participation in the Classic Meet, and the coordinator of all assigned jobs at the Classic Meet.

Job Responsibilities:

- Review information sent from the NSC about the Classic Meet, note all deadlines, and be sure information is submitted to the NSC on time. This information comes about about a month before the championship meets. If you do not have the information by June 30, contact the BUCS NSC Rep.
- Submit an estimate to the NSC as to how many swimmers will be attending Classic. This information can be obtained from the Head Coach. Jobs are given partially based on swimmer estimate.
- The NSC will assign an area that the BUCS will need to staff. This area changes year by year. Examples of assignments: bullpen, timers, marshalls, hospitality.
- After jobs are received contact the BUCS Webmaster to have jobs posted on the website.
- Submit job sign-up information to the Communications Coordinator who will send the information out to families.
- Monitor the website as jobs fill up. Make sure that everyone who has a swimmer participating in Classic signs up for a job.
- Attend the Classic Walk-Thru at the pool during the week before the Classic Meet.
- Be in contact with the City Meet Coordinator so that parents with swimmers in both Classic and City do not have to work both meets.
- At Classic, check in workers, explain jobs to them, hand out name tags, and place backups if there are any no-shows.
- Coordinate with NSC Rep who is covering the Classic Meet so they know our areas of responsibility.
- Be ready to assist at the Meet with whatever is required to fulfill our area of responsibility.