

Main Responsibilities

Meet Director

(USA Swimming Rules and Regulations Article 102.24)

The meet director is usually appointed by the meet host and is the organizer and coordinator of all meet activities. The meet director's main responsibilities include, but are not limited to: securing an appropriate meet facility, obtaining a meet sanction, preparing and distributing meet invitations, organizing meet committees, and distributing final results. The director should remain the overseer of activities, avoiding direct involvement in any one committee or activity. It is also essential that the meet director consult regularly with committee chairpersons to ensure that each committee's assignments are being handled thoroughly and expediently. This handbook contains numerous references to the *USA Swimming Rules and Regulations*. Citations are based on the 2000 edition and may differ slightly in subsequent editions. All members of USA Swimming receive a copy of the rulebook. Because meet directors are required to be USA Swimming members, they will have rulebooks and should familiarize themselves with the cited articles of the technical rules and administrative regulations of USA Swimming. The rulebook should be kept readily available during the meet.

The meet director should remember he/she is responsible for organizing a meet that complies with USA Swimming and LSC rules. A detailed meet notebook and all documents including timing tapes, cards, relay forms and disqualification (DQ) slips should be saved. The meet director should be aware of all USA Swimming safety guidelines and warm-up procedures, and should consult with the USA Swimming or LSC safety officer.

Getting Started

The meet director's primary goal is to host a well-organized and efficiently run meet. Swim meets are for swimmers and should be designed with the swimmers' best interests in mind. Long, disorganized meets are not conducive to quality swimming.

Before planning the meet, the meet director should read the notes or after-action reports of previous meet directors for suggestions, specific needs or possible areas of concern. Planning for a meet should begin months before the actual meet date. Meet dates are often selected and approved by the LSC anywhere from six months to more than one year in advance. As soon as possible, the Meet Director should prepare a checklist of all the tasks which must be performed prior to the meet, with a tentative timeline as to when each action must be completed and a notation as to which committee or individual has been delegated the responsibility for that action. Items to be included on the checklist will vary from meet to meet but can be compiled from the information contained in this booklet, from LSC procedures, and from the experience of other meet directors.

PARKING:

- Sign in at the heat sheet table before and after your shift.
- We have 390 parking spots available in our parking lot.
- Please do not allow any parking in the grassy areas. (Curbs surround the grassy areas so this should not be a problem.)
- Overflow parking is available in the Martins parking lot on the East end. The East end is the far right side of the parking lot.

MEET MARSHAL

- Please be sure to sign in at the heat sheet table prior to working your shift. You will be given a Meet Marshal t-shirt to be worn while volunteering. Please turn in your shirt at the volunteer desk after completing your shift.
- This is a CRITICAL job, as the meet cannot be run without marshals on deck at all times for each session.
- The main priority of this job is to help maintain safety for everyone at all times. It is also critical that the spectators are NOT on deck. We will have the stairwells manned at all times so that this should not be a problem.
- Marshals need to be on deck prior to the start of warm-ups and remain until the very last heat of your session.
- Please help to make sure that the athletes are not diving in, (unless in a lane specified for starts) during warm-ups
- Help to maintain order in crowded areas. Continue moving throughout the facility at all times. Please monitor the warm-down pool, the locker rooms, as well as the stands and the pool deck making sure appropriate behavior and safety is being followed.
- Please check to make sure trash is not overflowing and that the facility remains clean and orderly.

STAIRWELL/HALL Monitor

- Please be sure to sign in and out at the heat sheet table.

- You will be given a Poseidon shirt to wear during your shift. Please return shirt at volunteer desk after completing your shift.
- The first location is upstairs in the grandstands at the far end (top of the steps). The second location will be in the hall at the double doors outside the Poseidon office.
- The only spectators allowed on deck are those that are working the meet.
- NO parent should be on deck assisting athletes. Parents may try to get on deck. It is the responsibility of the stairwell monitor to not allow this to happen. Parents who are timing, hospitality workers, concession workers, meet marshals, meet directors and officials are the only parent volunteers allowed on deck. We will also have 2 parent workers on deck to assist when the 8 and under athletes swim. Please see the meet director on duty for questions.
- Shoes must be worn outside pool area.

HEAT SHEETS and T-SHIRT SALES

- All heat sheets and t-shirts will be sold in the community room where concessions is being sold.
- The meet directors will check in periodically to bank money and get change if necessary.
- Never leave bank unattended.
- Please keep t-shirt money and heat sheet money separate.
- This is also the place to check-in for non-certified jobs.

CONCESSIONS and HOSPITALITY

- Make sure that you check-in in the community room for hospitality and concessions.
- Hospitality is run in the weight-room off the pool deck, concessions in the community room.
- Session heads will have job duties.

ALTERNATE WORKER:

Please see the Meet Director, as you will be rotating through or filling in for any position that may be needed.

ANNOUNCER:

Please sign in at the volunteer desk and enter on deck. Please see the meet director prior to the start of warm-ups, and they will give you instructions. Announces meet events and results.

RUNNER:

- You will be given a t-shirt to wear.
- You may be asked to distribute heat winner ribbons.
- You may be asked to pick up the event sheets after timers complete them and deliver them to the officials table.
- You will be posting results that will be given to you at the announcers table. These results will then need to be posted.

TIMERS:

- Please listen for the location of the timers meeting to be called approximately 20 minutes prior to the start of the meet.
- Dolphin watches or regular stop watches may be used.

KIDDIE HELPER

Assist young swimmers (mostly 8 & younger) to the blocks. Makes sure swimmers are in the correct heat and lane.