

MEET DIRECTOR – DEFINED RESPONSIBILITIES

include but not limited to: (from USA Swimming Rulebook 102.23)

Preparing the facility

Arranging for personnel, equipment and supplies necessary for meet operation.

Processing of entries

Printing of programs

Preparing and distributing meet results.

The Swim Team Meet Director is responsible for all aspects of the meets: officials, set-up, safety & efficiency. The Meet Director readies the pool & the meet so it can be turned over to the referee at the appropriate time. Specific responsibilities include:

- *Oversee & work w/the following committee heads: officials, clerk of course, records, runners, timers, & equipment*
- *Work & communicate often w/the swim team board & those hired to take charge of the pool facilities & w/the coaches, for their responsibilities involving the meet set up.*
- *Attend all Swim Team Board meetings*
- *It is convenient for the meet director to also serve as a liaison between the swim team & the homeowners pool committee.*

(from SAIL Handbook – 2003)

Officials –

Scheduling for meets, be sure they can do their job, work with SAIL Rep to make sure they are trained.

Safety –

First aid kit and lifeguards prepared, weather forecast for meet, pool trouble spots dealt with (slippery spots, etc.), safety plan in place to evacuate pool area during threatening weather.

Efficiency –

Meet with committee officials to go over meet operation, Ex. how will clerk notify starter of scratches – how will scratch cards be handled- flow of traffic around pool area – define path of runners, etc.

Set-up – see separate sheets.

PREPARING POOL FOR A SWIM MEET

POOL STAFF

General cleaning of bathrooms and deck.
Move furniture that is not to be used or will be in the way.
Set up benches in clerk of course area.
Move tables from clubhouse to concession area. Ask concessions person how many.
Be sure trash cans are strategically placed, empty, and have a trash bag.
Baby pool is how you want it.
Remove ladders from racing lanes.
Pull back lifeguard stands or post keep off signs.
Place chairs for timers 1. behind the starting blocks
 2. at turn end of pool.
Move starter stand to assigned place.

COACHES

Put in lane ropes.
Put up meet backstroke flags.
Put up false start rope.
Put in styrofoam plugs in skimmers. (in guard room)
Place 4 chairs and 2 umbrellas if desired in coaches' area.
Rope off coaches' area.
Rope off home team swimmers' area.
Prepare visiting team area. Fill small pool with water for visiting team to walk through.
Greet visiting coaches and show them where clerk of course is located, etc.

MEET DIRECTOR

HAVE: string, twist ties – cable ties, tape (masking – clear – duct), scissors.

Morning of meet:

Post signs:

FIRST AID, NO SWIMMERS IN THE CLUBHOUSE, RECORDS AND RIBBONS
swimmers exit sign
banners for concessions, clerk of course, etc.

Check to make sure backstroke flags are in across the deep end for warm-ups.

Close the diving board that is affected.

Place "No parking" signs on streets near pool.

Place reserved parking signs for concessions, head timer, starter, referee, meet director,

Sail reps in pool parking lot near pool entrance.

Afternoon of meet:

Check – oversee the coaches and lifeguards have done their duties for meet set-up.

After pool closes but before the deck is wet, mark the curved ends to the pool with colored tape to delineate lane.

Mark timers chairs with signs and rope off if necessary on clubhouse end.

Place table for timers in front of the chairs behind the starting blocks.

Set up PA system and starter system and test. (This is where your supply list may be needed.)

Check pool lights and be familiar with how to turn them on.

Assist clerk of course in set up if needed.

Put up US flag.

Be sure lanes are clearly marked and can be seen from both ends of the pool. When placing them, remember there are going to be timers and judges all around the deck.

Plug in extension cords as needed and tape to deck, if necessary.

LIFEGUARD RESPONSIBILITIES DURING AND AFTER A SWIM MEET

Please sit in FIRST AID area (either in the clubhouse or near the bathrooms.) The SAIL Rep and the referee should be aware where you will be seated so they can find you when you might be needed. Please wear a shirt identifying yourself as a lifeguard.

Be available to give first aid if necessary.

Watch the skies for weather that could affect the safety of the swimmers. You should contact the referee immediately should you notice any weather conditions that jeopardize the safety of the swimmers. If you cannot locate the referee, go to the starter stand and tell the starter to halt the meet. You should be included in any decision regarding whether to postpone, cancel, or restart a meet.

Check the bathrooms regularly for cleanliness and supplies. Know how to use a plunger!

Check the trash cans. Empty if needed and put a new bag in.

Once the meet is finished, use the checklist for setting up a meet and reverse the process.

FIRST MEET READY

Meet with Clerk of Course, Records, Starter, Referee and Head Timer to discuss meet efficiency.

Check pool underwater lights, pole lights and outside clubhouse lights.

Check PA system.

Locate parking/NO PARKING signs.

Locate the backstroke flags. Check correct length by stretching across the pool.

Locate rope to mark off home swimmers area.

Locate rope, ramp, carpet, and baby pool for visitors area.

Locate clerk of course flip charts and bull horn.

Locate name tag chart for volunteers.

Nametags prepared for volunteers.

Check skimmer covers.

Clarify meet set-up responsibilities. (defined in another file)

Review meet data management (entries, labels, cards, etc.) with coaches, computer person, SAIL

Rep. See SAIL Handbook for details.

Find bulletin boards that hold the spread sheets that tell the swimmers what events they are swimming. Be sure they are able to hang on the fence.

Tape on curved edges of pool for lane delineation.

Locate and hang lane markers for fence and finish end of pool.

Mark 15 meter mark on lane lines.

Test headsets and replace batteries.

Locate banners and signs – “swimmer exit” concessions- clerk of course – no swimmers in clubhouse – first aid -stay off diving board etc.

Check clerk-of-course chairs and benches for stability and cleanliness.

Mark bathrooms –so visitors can easily tell which is which.

Wash off rope holders – (those concrete pots with PVC pipe in them)

Check starting blocks for stability and covering.

Check starter stand for stability and condition.

Extension cords for starter system, etc.

Locate a table to be used to hold timer watches, headsets, check-in, SAIL handbook, etc.

Locate timer tables and watches.