

Middle Atlantic Swimming Age Group Committee
Job Description: Meet Director (Elite Meet and Winter Junior Olympics)

Reports to: Age Group Vice-Chair

Job Responsibilities

Pre-Meet Responsibilities

Creation or review of meet information packet
Review Meet Information with the Meet Referee to insure appropriate procedures are listed
Submission of meet information for posting to MA website
Receipt of all meet entries
Preparation of meet database
 Entry of teams, athletes and verification of entry back to clubs and unattached swimmers
 Run meet database exceptions report to confirm swimmers reaching the qualifying times and have not exceeded event limitations
 Creation and oversight of meet timeline and swimmer counts in accordance with facilities rules and regulations
 Verification of swimmer eligibility with MA office staff
 Pre meet information forwarded to MA Webmaster for posting as necessary
Assignment of warm-up times and notification of attending clubs of these times
Assignment of Meet Workers and notification of attending clubs of these assignments
Communicate with key meet personnel prior to the meet as necessary
Creation of meet program for publication and printing
Collect and reconcile all entry fees. Contact participating clubs to collect unpaid or insufficient entry fees.
Set-up of computer hardware/network if appropriate
Preparation of coaches' packets/relay cards/timer sheets if not done by the Meet Administrative Referee

Meet Responsibilities

Be present at the meet or arrange to have a "Meet Director Designate" present during the meet.
Oversight of on-deck meet administration throughout the event
Working closely with Deck Referee and/or Administrative Referee on any meet issues that may arise
Oversee collection of monies from admissions, program sales and t-shirt sales. Reconcile the amounts collected and arrange for transfer to the MA Office.
Console/computer management during the meet as needed
Posting to the web meet results as needed
Printing of program for finals

Post-Meet Responsibilities

Reconcile all money collected and provide Meet Financial Report.
Arrange for distribution of all awards not picked-up at the meet, including Team or Individual High Point Awards
Forwarding final results/scores/high point awards to MA Webmaster for posting if necessary
Post meet debriefing with Age Group Committee, if requested
The meet director should have prior experience running a large meet, preferably a Middle Atlantic Championship meet.
MA Swimming will provide the meet director with reimbursement for hotel costs as well as a stipend for their duties.
MA will also provide the Meet Director will all necessary items and costs associated with running the meet (stationary, program printing costs, awards, computer hardware, etc.)

Please send an email of interest to Matt Sprang, MA Age Group Vice-Chair, msprang@gcit.org.

The meet director does not have to be one person. If two or more qualified meet directors are willing to split the duties we will work with you to find the best manner of compensation for your work.