



## **EFSL Meet Director Guidebook**

*July 2023*

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## 1. Glossary and References

While we don't follow the USA Swimming guide in all matters, familiarizing yourself with the [USA Swimming Meet Director Guidebook](#) will help orient you to the position.

**Announcer:** Meet announcers must be selected with great care. An announcer should have a clear, pleasant voice and be able to function under pressure in the midst of a noisy crowd and a demanding referee. A knowledgeable swim-parent with a pleasing "radio" voice and a willingness to help can be an invaluable asset as an announcer, but must be forewarned to remain impartial.

At most EFSL meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.), play music during warm-ups, longer distance events, and break periods. Make necessary announcements pertinent to meet operations (lunch breaks, announcements, etc.) Unnecessary comments or announcements merely add to the confusion at such meets.

At Championship meets, however, a talented well-informed announcer can often add great excitement to the meet by providing background on swimmers as they are introduced at the blocks and by providing comments during the swim about split times and potential records.

**Awards:** Ribbons, medals or trophies that are awarded to swimmers based upon their performance and placement in events.

**Clerk of Course/Head Marshal:** Works for the Statistician and has the primary responsibility of checking swimmers into the marshaling area, controlling and organizing them; also notifies referee and statistician of pertinent information, especially when adjustments to lane assignments or heats could be anticipated.

**Electronic Timing Operators:** Co-located with the Statistician and working for the Statistician. Many major meets make use of electronic timing equipment. Using this type of system requires recruiting thoroughly trained and experienced operators well before the meet. It is recommended that at least two experienced operators be recruited. They should be capable, not only of operating the equipment, but also of hooking it up properly and troubleshooting any problems. During the meet, it is the equipment operator's responsibility to report to the referee and statistician any malfunctions or missed touches that may occur.

Entry Times: Times filed with an entry, as having been previously achieved.

Event: Any race or series of races (heats) in a given stroke and distance.

Final: Any single race that determines the final places and times in an event.

Heat: A division of an event used when there are too many swimmers to compete simultaneously.

Heat sheet (meet program): A form used for listing swimmers entered in an event which designates each swimmer's seeded heat and lane for the event.

Lane Timers: Runs a stopwatch to capture each swimmer's time and records it on the lane timer marshaling card.

Meet: A series of events held in one program.

No-show: Failure of a swimmer to report to the blocks and compete after checking in.

Officials: Trained and certified volunteers that perform the role of Stroke and Turn Judges, Starters, or Referees. They report to the Meet Referee.

Pre-seeded heats: All EFSL events are pre-seeded, timed finals. Swimmers are arranged in heats in each event according to entry times. Heat sheets listing the lane and heat assignments are prepared prior to the day of competition.

Psych sheet: A list of the swimmers in each event of a meet in ascending or descending order of entry times.

Relay Lead-Off Split: An officially recorded time for the swimmer on the 1st leg of a relay.

Rulebook: In this handbook, "rulebook" refers to the USA Swimming Rules and Regulations.

Runners: Great volunteer job for injured swimmers, siblings, or parents. Shuttle material (e.g., marshaling cards, results) from station to station during the meet.

Scratch: To withdraw an entry from competition in an event.

Seed: A way in which swimmers are divided into the required number of heats and /or lanes, according to their entry or preliminary times.

Split time: Time recorded from an official start to completion of an initial distance within a longer event.

Submitted times: Times filed with an entry, as having been previously achieved. Same as “entry times”.

Time standard: The time standard for an event in a meet is the time a swimmer must have previously achieved to enter that event. In the EFSL we have time standards for our Long and Short Distance Championships only.

Time trials: An event or series of events separate from the main competition at which swimmers may achieve or better a required time standard. These do not earn points or ribbons/awards but can count towards EFSL records

Timed final heat: A competition in which only heats are swum and final placings are determined by the times performed in the heats.

Chief Timer: Manages the lane timers and ensures all timers are following the rules. Maintains extra stopwatches to use if needed.

Safety Officer: Responsible for safety and security during the meet, maintaining good order and ensuring all facility rules are followed. Reports any on-going behavior issues they cannot solve to the Meet Referee to be addressed.

Statistician: Team key volunteer who manages meet entries, seeding of the meet, adjudication of results, and maintaining team statistical records.

## **2. Meet Scheduling**

Initial meet scheduling is done at the Spring EFSL League Council Meeting. Teams should submit their home meet schedule as best as they can predict and sign up for their away meets. This scheduling should be done in consultation with the team board to take into account team finances to pay for pool rental, coach travel, and other related expenses.

The EFSL Statistician maintains the EFSL Master Schedule which is accessible on the shared google drive. After the date specified by the league each August, no further changes to the schedule can be made without EFSL Executive Board approval. Approval will be granted for situations outside of the team's control (facility closure, military or HN regulations, etc) or changes in the best interest of the league.

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

Teams find that if they are geographically isolated they typically have higher numbers of visiting teams when they can host on a long weekend or host back to back (double dip) meets so that travelers find it worthwhile to travel.

### **3. Determining Meet Location**

When selecting a meet facility, the meet director should take into consideration whether the facility offers adequate space for parking, marshaling swimmers, spectators, bathroom/showers, food (either concessions or somewhere to eat), a swimmers' rest area, an officials briefing area, a staging or seeding area, an area for Statisticians, an awards area, proximity to and options for lodging and transportation (airports) and other interesting things to do in the area. Families typically enjoy traveling to meets and are more likely to travel if they can tie a trip into sightseeing or attending a fest or market.

The meet director may be required to apply for the use of a pool and facility. If prior arrangements are required, the meet director should verify the facility's availability for the approved meet dates and complete any applications or reservation processes.

Since many pool facilities are booked months ahead of time, the meet director should submit the facility request or application at least six months in advance. A written application is preferred and should be as specific as possible, requesting the use of all necessary facilities and equipment. A meeting with the pool supervisor to discuss the use of the facility (e.g., traffic patterns, restrictions, clean up, etc.) can eliminate future problems. Nothing should be assumed, everything should be verified.

Commonly needed meet equipment includes tables, chairs, umbrellas, a sound system, an electronic timing system, bleachers, lane lines, backstroke flags, recall rope(s), pace clocks, and starting blocks. Special provisions that might be needed could include: overnight parking, first aid or emergency aid room and supplies, and scheduled times to perform premeet setup and preview the facility for safety concerns.

Please ensure you are aware of any facility requirements to have certified lifeguards or medical personnel on site. Clarify the certification requirements for these personnel (HN or US certifications, etc.). Ensure you know if the facility is providing necessary lifeguards and if they are included in the facility rental contract.

Access to food is important during a meet. If possible, the team should offer concessions. This can also help to off-set the cost of the facility rental. Also, some facilities have their own food service vendors which families and swimmers can utilize. Another option is to work with an outside restaurant to deliver pre-ordered lunches. If none of these are possible, please be sure to notate in the meet announcement that no food will be available to purchase during the meet and that swimmers and volunteers should arrive with packed

snacks and lunch and, if possible, provide the location of the closest grocery store for those traveling longer distances.

## **Safety**

The meet director should pay close attention to the safety of the swimmers, coaches, officials, parents, volunteers and spectators at his meet. The meet director can help achieve this priority goal by striving to provide a safe environment at the meet.

To ensure a safe meet, the meet director should use common sense first and foremost. Swimmers, volunteers, or spectators should not be put into unsafe situations. The meet director is responsible for ensuring that all aspects of the meet are conducted in a safe manner. The referee and the facility manager (lifeguard or host club safety designee) should be appointed to inspect the venue for "unsafe" conditions or circumstances (e.g., locked exits, unsecured diving boards, protrusions or holes in the deck, slippery areas, overloaded electrical sockets in the hospitality area). The committee should correct these items as necessary. Hazards that cannot be eliminated should be clearly marked or blocked.

Any special safety rules or guidelines particular to the host facility or venue should be posted (e.g., no admittance to toddler-wading pool for swimmers over eight years old, etc.).

Meet Safety officer should be appointed for every meet. They should be responsible individuals who can actively maintain order and safety in the swimming venue. They are assigned by and report to the Meet Director and/or Meet Referee. The marshal shall warn, order to cease and desist, or, with the concurrence of the Referee, remove from the venue, anyone behaving in an unsafe manner or whose actions are disrupting the orderly conduct of the meet. To indicate their authority, marshals should be provided with an easily identifiable uniform clearly visible to all in the venue. Bright orange vests or armbands, or other brightly colored means of identification can be used.

## 4. Meet Equipment

### Mandatory Items

1. Stop Watches (3 per lane plus 10 extra), with extra batteries
2. Lap Counters (1 per lane)
3. LD last lap bell
4. Signs/Dry Erase Boards to direct marshaling, spectators, etc.
5. Fully-charged Starter with microphone
6. Clipboard for officials (10+)
7. Clipboard for timers (1 per lane)
8. [DQ slips](#)
9. Black pens, red pens, pencils
10. Whistles (3)
11. Backstroke flags (if not provided by pool)
12. Fluorescent vests for Safety Officer
13. Tables for Statistician and Clerk of Course/Marshals
14. Extension cords (heavy-duty)
15. Plug adapters
16. Chairs (3 per lane) for timers + additional around pool for officials and Stats
17. Medical kit (including ice)

### Optional items

1. Touch pads with supporting computer
2. Speakers with microphone for announcer
3. Music (pre-downloaded) linked to speaker system. This should include the US and HN national anthems
4. Walkie-talkie system for communication between Marshals, Stats, Meet Director, and Meet Referee
5. Awards podium (for Divisionals and Pentathlon meets)
6. USA and HN flags for anthems prior to meet
7. Cones or rope dividers to cordon off pool deck areas for officials, coaches, marshaling and spectators
8. Backstroke wedges
9. Wi-Fi hotspot if strong, stable Wi-Fi is not available at the facility
10. Towels to wipe down starting blocks
11. Extra trash bags and toilet paper, if not provided by the facility



It is very important for starters, stop watches, and any other electrical or battery-operated equipment to be pulled out at the beginning of the season or any time it has been in storage for an extended period to check that all batteries work. All equipment should be inspected for corrosion or other damage/malfunction, batteries replaced as needed, and tested to ensure proper, safe operation. Starter batteries will often need to charge for several days if they have not been used for many months. Starters can be stored plugged-in year round (actually this is recommended by most manufacturers). Please consider having extra batteries for watches and the starter on hand. Also ensure you have the proper extension cords for the outlets available at your facility and adapters on hand if necessary. Outlet types vary (110/220 plus UK, EU, Italian plug types). This is particularly important if you are taking your team equipment to a new pool to host Divisionals or Champs.

If the facility offers free Wi-Fi, often spectators will eat up the bandwidth and the Statistician will struggle to upload results to Meet Mobile, and if you are offering a live-stream or needing Wi-Fi for other purposes, your functionality can be impacted. Consider a locked and secured Wi-Fi or hard-wired internet option for the meet management team.

## 5. Meet Announcement

Meet announcements must be sent out to teams 21 days (3 weeks) prior to your meet. You must have the EFSL Statistician review your meet announcement prior to that and receive a sanction number for your meet. They can go out earlier, or you can send out a meet information sheet with pertinent data well in advance. This is particularly useful for visitors who need to plan travel or for Divisional or Championship Meets. You should begin working on the meet announcement 2 months prior to the meet. The meet announcement is a one-stop, all-inclusive guide to how the meet will run. It should be as detailed as possible to include warm-up times, start times, facility location, events, rules and restrictions, volunteer requirements, entry requirements and much more. Be sure to coordinate with the Statistician to ensure you know which type of meet is being held and the correct order of events. There are multiple meet options and teams have the flexibility to adjust the order of events or add or delete events.

### Key information to include:

- Host Team
- Type of Meet (standard,, pentathlon, Senior meet, etc.)
- Whether a separate session will be held to include any long distance events.
- EFSL Meet Abbreviation (e.g., SGT220115)
- Participants
- Date and time for meet
- Key times: Doors open, warm up info, meet start, approximate meet end
- Location, including directions and base access info, if applicable
- Pool course information and a description of the facilities (including the timing system, number of lanes, length of course, type of lane lines and starting blocks)
- Key Contacts with email and phone for Meet Director, Referee and Hosting Statistician
- Fees, if any, and payment instruction
- Eligibility
- Entry Limits per swimmer and overall meet limitations
- Entry Deadline\*
- An explanation of the scoring system and awards
- A complete description of the entry procedure, entries due date, and procedure/formatting
- Information for disabled swimmers.
- Volunteer Information and sign-up instructions
- Snack Bar/Food Information

- Hospitality Information for Meet Volunteers, if any
- Security or other restrictions, timelines and process to request base access, if necessary
- Parking info
- Schedule of Events
- Whether Splits will be available to be taken and if so which ones
- Information on whether heat sheets or programs will be available for purchase, or if meet results will be shared via Meet Mobile
- Facility rules, requirements, or restrictions
- Information about apparel or other items for sale during the meet (include pricing and pre-order instructions), if applicable
- Any other information which may be pertinent (e.g., a city map, directions from nearest airport, list of area hotels and restaurants, daily weather/temperature averages, things to do in the area, etc.)

\* The entry deadline must allow sufficient time to process meet entries, seeding, and the production of heat sheets.

Teams should download from the EFSL website or request from the EFSL Statistician an editable file for preparing meet announcements. Please contact EFSL Statistician for any questions or to request assistance in preparing meet announcements.

In order for a meet to be sanctioned it must have at least 20 events, 10 of which must be championship events. Several meet templates are provided by the league. Templates include Standard Meet A, Standard Meet B, Standard Meet C, Pentathlon, Senior Meet, Mini Meet, LDC Prep Meet, Sprint Special A and Sprint Special B. Teams are permitted to create their own custom meet formats and order of events, as long as they follow the requirements in the GMA.

Hosting a swim meet is an expensive undertaking. Meet costs can be partially defrayed with a concession stand, t-shirt/gear sales or a small splash fee (€5-10/per swimmer).

Warm-ups: Scheduling the warm-up lanes can be a struggle. Plan for each team to have their own lane and estimate 7-10 swimmers per lane (10-15 for a 50m pool). Put an estimate in your meet announcement based upon estimated attendance numbers with the caveat that warm-ups will be finalized after meet entries are received. The hosting team traditionally takes the first warm-up session. Try to put teams who have traveled and

spent the night in the next session, and visiting teams who are driving to the meet that morning into the last session. Each warm-up session should be at least 20 minutes, but 30 minutes is preferred.

## 6. Meet Volunteers

Most teams cannot host a meet all on their own and rely heavily on visiting teams to provide volunteer timers and officials. Visiting teams can also help provide assistant marshals and statisticians if desired by the hosting team.

The EFSL recommended standard **MINIMUM** is:

1-10 Seeded swimmers = 1 volunteer

11-25 Seeded swimmers = 3 volunteers

26-40 Seeded swimmers = 5 volunteers

41+ Seeded swimmers = 7 volunteers

The meet announcement should clearly define how teams and individuals sign-up for volunteer positions so that the meet director knows what to expect and whether there are key positions unfilled. If a hosting team needs to fill a key volunteer slot (particularly Referee or Starter), that need should be communicated early to visiting teams and they should work with their team Head Official, Division Head Official, and league Head Official to identify volunteers who may be able to travel to fill those roles. The EFSL GMA recommends against coaches fulfilling officiating positions if at all possible.

At a minimum, you must fill the following volunteer roles during the meet:

- Referee
- Starter
- Three timers per lane
- Statistician
- Stroke and Turn Officials (6 for 6 lane, 25 m pool)
- ChiefTimer
- Clerk of Course/Statistician Runner
- Marshal (3-5 preferred depending upon facility)
- Safety Officer
- Runner
- Announcer\*
- Automatic equipment operators (timing equipment)\*

\* if using speakers or electronic timing system

## **7. Logistical Support**

Work early with the garrison, facility management at the pool, local officials, etc. to identify logistical support issues that need to be addressed. You may find that you need to bring in chairs, bleachers, or tables. You may need heaters, sunshades, or additional electrical support to run concessions. If hosting on base, please let the Provost Marshal/Installation Visitor Access, lodging, MWR, and any other support offices know you are hosting a large event on the installation so they can be prepared and offer their support if necessary.

## 8. Meet Execution

If done well, the majority of the Meet Director's work is complete once the meet begins, although the Meet Director does have important responsibilities during the meet. She/he must be available to answer questions, resolve problems, and generally keep everything operating efficiently.

The Meet Director should expect several hours of set-up with assigned volunteers to prepare for the meet and then a similar amount of time for clean-up after the meet. The Meet Director should ensure that all equipment is accounted for and properly stored. Once the meet starts, the management of the competition is turned over to the Meet Referee. The meet director should not have any assigned responsibilities so he/she can be available to assist the meet management team and to answer questions the Meet Referee may have, as well as anticipate needs and foster communication among key meet volunteers (Referee, Statistician, Clerk of Course/Head Marshal, Chief Timer, etc.). They should be the single POC for coordination with the facility and the installation (if on post) so that the Meet Referee is not distracted.

### Meet set-up:

- Stats - Tables, chairs, extension cords. Work with the Statistician to ensure they have plenty of supplies (paper, pens, pencils, printer ink/toner, labels, paperclips, rubber bands, etc.)
- Timers - Chairs (3 per lane) for the timers. These are set up behind the starting blocks. Each lane also gets a clipboard, pencil, 3 stopwatches and a towel for drying the starting blocks. The Chief Timer should have a small table, extra watches, and supplies.
- Marshaling - Table, dry erase board, dry erase markers, large printed event numbers, event/heat/lane numbers for bleacher seats. Paper clips, rubber bands, pen (black and red). Marshaling works well with either bleachers or chairs for the swimmers to be organized into their events, heats, and lanes. If marshaling is occurring in a gym or other space off the pool deck, a separate, small speaker with microphone is often a good idea to call swimmers.
- Officials - Clipboard for each official with DQ slips and DQ codes, red pens, last lap warning bell for referee. Fully-charged starter goes at the starting end of the pool.
- Awards - Ensure the ribbon tubs are brought to the pool and the assigned volunteers have a space to work to place labels onto the ribbons and large (1

gallon) ziplock bags for each team to gather the ribbons and distribute to the teams before their departure.

- Backstroke wedges (if using) - they can be placed at each starting block. Ensure all the hooks and straps are adjusted to fit the particular pool and that the hooks have not been lost in transport. Recommend removing all hooks and storing in a large plastic ziplock bag as they fall off easily during transport and storage.
- Lap counters - placed against the wall behind the timers for easy access during LD events.
- Speaker system (if using) - You can use speakers to announce the events and play music. Ensure you have all the cables and cords necessary. Color coding the plugs and inputs can help with setup at the pool. Speakers should be placed around the pool deck so everyone can hear. Some pools have built in systems you can use instead. Ensure you have the correct adapters and plugs to connect your microphone, music player (iPod, etc) to their system. Be mindful of selecting appropriate music if you choose to have music. A playlist curated in advance with adult supervision/approval is a good idea.
- Team Areas - make signs and designate areas for each team's swimmers and spectators to sit during the meet. Ensure you designate 'off limits' areas needed for marshaling, officials, etc. so that those areas remain clear.

## **Awards**

Awards can be a large expense for a swim meet. A common practice is to award medals or trophies for pentathlon meets and EFSL league ribbons for 1st-5th place for standard meets. The EFSL provides league ribbons for free.

Sufficient lead-time for ordering awards is essential. A minimum of 6-8 weeks is usually required from the time of the order to the actual delivery. Ordering awards that are not pre-packaged or customized can save considerable expense. Extra awards should always be ordered to allow for ties or errors. Always ensure at the beginning of the season that you have requested sufficient ribbons from the EFSL Secretary to cover your meets for the season.

Beat My Time and Heat Winner ribbons are available for purchase from the EFSL. Some teams choose to use other small trinket awards for heat winners such as bagged candy, rubber ducks or bracelets.



## **Awards Volunteers**

These volunteers are responsible for organizing and presenting the meet awards. Preparing awards for distribution takes time; pre-planning and organization are essential. As the meet progresses, the Statistician will print award labels and the volunteers can begin labeling ribbons. Awards can be sorted by team into labeled paper lunch bags/ziplock bags during the meet. Awards should be collected by the coach or team representative at the meet. All DQ slips should also be included in the awards bags for each team.

## **Hospitality**

It is customary to provide chilled water and lunch for officials and all day volunteers. Please ensure that water is readily available in coolers (with ice) at various places on the deck. Alternatively, a hospitality volunteer can circulate around the pool periodically to distribute cold water for officials and meet volunteers. This can be particularly important if your meet is held during hot weather, indoors or out. The hospitality committee works closely with the concession committee and should be staffed by courteous and outgoing personnel. Lunch can either be a ticket for food from the concession stand or a bagged lunch. If lunch will not be provided, please ensure that volunteers are aware in advance so they can bring food.

## **Heat Sheets**

Some teams choose to sell printed heat sheets or programs the day of the meet. This can help to off-set the cost of hosting the meet. The heat sheets can be as simple or complex as you'd like. You can include any or all of the following:

- A meet timeline (often as the inside front cover page). It should be noted that the timeline is an "estimate only"
- The names of people in key positions (e.g., the meet director, meet referee, facilities manager, head marshal, etc.).
- An acknowledgement of those who have been instrumental in meet preparation (e.g. entries, program, etc.)
- Special notes on parking regulations, local restaurants/grocery, facility info, etc.

- The name and address of the person responsible for lost and found and where it is located.
- A pool and facility map
- A list of participating teams with the appropriate abbreviations and the number of swimmers entered.
- The order of events.
- Event records (e.g., meet, regional or age group).
- Applicable qualifying times or standards for LDC and SDC

Another option is to charge for heat sheets on Meet Mobile. This option is at the discretion of each team and has the advantage of no overhead costs of printing or wasted paper.

The hosting team should be prepared to have printed copies of the heat sheet only for all coaches, officials, head timer, announcer, and one per lane for timers.

### **Concessions**

Concessions during the meet can help to off-set the expense of hosting a meet. Teams should have a concessions chair and a team of 4-8 volunteers. Concessions should offer plenty of healthy and appropriate options for swimmers. Payment can be in donation or using a cashier based upon pricing individual items. Popular items for the concession stand are: coffee, hot chocolate, water, gatorade, juice boxes, oatmeal, breakfast burritos, bagels/cream cheese, soft pretzels, rice, fruit, carrots and peanut butter, bagged snacks, granola bars, hard boiled eggs, chili, pulled pork, & sandwiches.

If you are unable to hold a concession stand, consider working with a local restaurant to deliver pre-ordered lunches.

If you cannot provide any food support you must ensure that attendees are aware and notified so they can pack adequate food for the meet.

Concession and food information details should be included in the meet announcement.

### **Long Distance Events**

If the meet announcement has specified that long distance events are part of the meet, you need to ensure you have lap counters and lap counter log sheets available.

If the long distance events are held at the beginning or end of the meet, ensure adequate volunteers (runners, timers, timing equipment operators, officials, etc.) are available for those sessions. If an individual is unable to commit him/herself for the extra time, the meet director should then find a replacement for anyone with a conflict. It is common practice to ask the swimmers to provide their own lap counters and timers if necessary.

## **Event Results**

The Statistician can print copies of the event results for posting and distribution to the Announcer, as well as to Awards volunteers. Any required swim-offs should be immediately reported to the Meet Referee by the statistician. Find a common area that can handle a gathered crowd to post meet results. Painters' tape is commonly used to prevent damage to walls.

## **Behavior**

The Safety Officer and the Meet Referee are the primary authorities to intervene and deal with any behavior issues that arise during a meet. Article IV of the EFSL Constitution holds all members to a high standard of personal conduct (*Members, as well as elected officers, are to conduct themselves in a highly professional manner at all times and are to represent this organization through deeds and words, which exemplify the goals and mission of this organization*) and we have an EFSL Code of Conduct in place to address any issues if necessary.

## **9. Meet Director Job Description**

(from the EFSL GMA)

The responsibilities of the Meet Director may vary somewhat from team to team, but in general the Meet Director shall:

1. Be responsible for writing meet announcements, coordinating with team statisticians and meet referee for inputs, submitting the meet announcement to the league statistician for sanctioning, and publishing the meet announcement no later than 21 days prior to meet.
2. Secure and prepare the facility for the meet including set up and break down, as well as all coordination with the hosting venue.
3. Coordinate with the meet referee and statistician to make sure all supplies and materials are ready and available for the meet.
4. Ensure all volunteer positions are filled, coordinating with visiting teams to place visiting volunteers into positions. This function may be fulfilled by a volunteer coordinator on some teams, but the Meet Director should be aware of volunteers and maintain open communication with whomever is coordinating them.
5. Not assume any other responsibilities during the meet. She/he must be available to answer questions, resolve problems, and generally keep everything operating efficiently.
6. Be available to assist the meet management team and to answer questions the Meet Referee may have, as well as anticipate needs and foster communication among key meet volunteers (Referee, Statistician, Clerk of Course/Head Marshal, Chief Timer, etc.).