



MEET DIRECTOR TRAINING CHECKLIST

Name of Trainee _____ Name of Trainer _____

Training Meet _____

Date of Meet: _____ Date Training began: _____ Date Training ended: _____

Pre-Meet: **Completed**

<i>Review Meet Bidding forms and procedure for this meet</i>	
<i>Review Meet Announcement for this meet</i>	
<i>Review equipment checklist for meet</i>	
<i>Review emergency contact plan and the development with the MD</i>	
<i>Review worker jobs and assignments</i>	
<i>Review sanctioning process and form for this meet</i>	
<i>Work with meet director processing entry files</i>	
<i>Work with MD to maintain communication with entering clubs</i>	
<i>Understand the development process for warm-up schedule</i>	
<i>Work with meet director processing entry files</i>	

During the Meet: **Completed**

<i>Deck entry procedure</i>	
<i>Report of Occurrence procedure</i>	
<i>Deck Registration procedure</i>	
<i>Observe total scoring table operation</i>	
<i>Accompany the meet director during the sessions</i>	

After the Meet: **Completed**

<i>Review the post meet requirements, along with all the timelines for each</i>	
<i>Review required forms and submission procedures</i>	
<i>Review procedure for post meet communication with facility</i>	

Meet Director's Signature confirming completion: _____

Date: _____