

Meet Director Job Description

One day prior to the meet:

1. Coordinate getting the master key for the ice and storage room from the Director of Operations. DO NOT LOSE THIS KEY!
2. Set up the hospitality room and cart for snacks/drinks, the volunteer check-in table, and the awards table.
3. Check the volunteer sign up for empty spots. Have the Head Coach or Director of Operations send an email requesting volunteers for empty spots.
4. Make sure the volunteer check in process is set up (computer or sign ups sheets), and merchandise is organized if we have a sales table.
5. Prep the awards table with ribbons, medals, trophies, markers, a team list, the description of who gets awards from the meet information, and Award Bags for each team.
6. Meet Pepsi if needed, or help unload drinks.
7. Fill the coolers with drinks and ice.
8. Make sure there is a cooler of water and receptacle of snacks in the control room.
9. Run last minute errands.
10. Coordinate with the Director of Operations about the cash box if needed.
11. Communicate with 501 or Shawnee County Parks and Rec staff.
12. Communicate with the AO and Meet Referee.
13. Help set up pool if needed. Put out the backstroke ledges if needed.
14. Hang laminated signs around the pool as needed – Meet Info, Results, Volunteer Check In, ETC
15. Make sure the iPad is charged and Square is updated. Make sure merchandise description and pricing is entered.
16. Make sure the radios in the console room are seated in their chargers.

The day of the meet:

1. Arrive at the pool 1 hour prior to warm ups.
2. Meet the caterer for set up.
3. Welcome people to the pool as they arrive.
4. **Swimmers are not allowed to crash in the main (big) bleachers. The water and wet towels interferes with the air handling system.** This will be everyone's job to reinforce.
5. Copy heat sheets for the coaches and if we are selling them. The meet will usually be on Meet Mobile.
6. Hand out heat sheets to the Coaches, Announcer, Console Operator, and Clerk of the Course. (In the Runner's Job Description)
7. Post heat sheets in the designated areas (In the Runner's Job Description)
8. Make sure the iPad and cash box are set up for heat sheet sales if we are selling.
9. Set up the computer for volunteer check in, or make sure signup sheets are out.
10. Help get the timer's sheets ready and put out cow bells if needed.

11. Make sure the volunteers know their jobs and track down extra volunteers as needed.
12. If it is a prelims/finals meet, make sure the results are being posted. (In the Runner's Job Description)
13. If it is a prelims/finals meet, supervise the announcer if needed.
14. With a championship meet, supervise the walk-up music if needed.
15. Keep people out of the hospitality room that aren't supposed to be there (kids usually).
16. Answer questions and direct swimmers and attendees to the correct person:
 - a. For questions about the facility such as toilet paper or paper towel replacement in bathrooms or stuff falling in the bleachers – find 501 staff.
 - b. For questions about scratching an event or positive check ins – direct them to the table outside the console room behind the starting blocks.
 - c. If a swimmer missed an event, they need to talk to the Meet Referee.
 - d. If the Meet Marshals have a concern and you feel uncertain dealing with it, get the Meet Referee involved.
 - e. For questions about first aid/medical – direct them to the medical staff.
 - f. For questions about lost and found – 501 staff puts items like clothes, towels, and chairs in the storage area on the west side of the pool or just to the right of the entrance into the pool from the foyer. Smaller items like water bottles or chargers are put on the shelf by the volunteer table.
17. Between sessions change the heat sheets that are posted for the afternoon session.
18. Copy new heat sheets if we are selling them.
19. Restock the water and snacks in the console room as needed.
20. Remind the AO to print labels for awards.
21. Before leaving for the day, make sure the hospitality room is picked up and organized for the next day. Drain the coolers if needed and restock ice.
22. Leave any electronics and the cash box on the Director of Operations desk in the office. Lock the office.
23. If you are not the Meet Director the next day, coordinate a location you will leave the master key for the next day, or preferable give it to the person who will be the Meet Director the next day.
24. 501 staff might be waiting on you to leave. They can wait, don't let them rush you.

At the end of the meet:

1. Help put away timer's clipboards, stopwatches, and cow bells.
2. Put the backstroke ledges away.
3. Clean the hospitality room and put all the boxes away in the west storage room that contain paper goods and trays. The cart collapses and is stored by the microwave in the office.
4. Take down all heat sheets and finals results. Put laminated signs in the office on the Director of Operations desk.
5. Store extra snacks, soda, and awards on the office shelves.
6. Empty all of the coolers and neatly store the loose drinks. Some may be stored in the office refrigerator. Extra water and Gatorade are stored in the west storage room.

7. Put the iPad, computer if using, and cash box on the Director of Operation's desk in the office. Lock the office.
8. Make sure to get the master key back to The Director of Operations.

Potential Safe Sport Issues and Recommended Responses

If you receive a report that someone in the stands is acting suspiciously:

Go directly to the individual and politely ask them who their swimmer is and their team affiliation to determine the purpose of their attendance. If they are taking pictures, ask to see their pictures. Explain that your concern is athlete safety. You have now put the person on notice that they are being watched. If the answers you receive are not satisfactory, take the appropriate action, up to and including contacting authorities.

If you receive a report that there is a suspicious person in the locker room:

Notify facility staff/security if you are in a shared use facility. If the facility does not have its own response procedure, you and another adult and/or facility security should go immediately to the locker room and confront this individual. Make sure all athletes in the locker room are safe and then determine why the individual is in the locker room. If the individual attempts to leave, follow him/her until you have determined there is no further threat and that no further action is necessary. Remember, you are not law enforcement – be sure to report suspicious behavior to facility staff and law enforcement if appropriate.

A report of a peer-to-peer incident on deck or in the locker room:

Talk with all athletes involved to determine what has happened in an observable and interruptible location. It is important to involve parents/guardians and the coach in any discussions with athletes. Remind all involved of USA Swimming rules prohibiting bullying, emotional, physical and sexual misconduct.

How to document the issue:

Keep a written record (e.g., notes, emails, documented responses) of the report including "who, what, when, and where" for all reported concerns. Include details about the incident but also who reported to you and your follow up steps – including any mandatory reports you made.