

Meet Director Role

Pre-Season-Communicate with the NSL Board and your club and attend the NSL winter and spring meetings.

Below find expectations during the summer swim season.

During the Season:

Wednesday	Check to ensure all volunteer needs are met for next week's meet	
Thursday	Send welcome/invitation email to the meet director for the visiting team for next week's meet. Include details about parking and pool setup for the visiting team. Include information about food, refreshments provided and available for purchase. Times of meet etc.	Home Meets Only
Friday	If there are specific needs, ask communications to send an email requesting volunteer positions	
Monday	Print Heat Sheets As soon as coaches email	Home Meets Only
	Send Heat Sheets via email to parents/reminder email to parents to mark up their swimmers	
	Be present/help with meet set up	Home Meets Only
	Charge Scorer's IPAD	
	Make volunteer name tags	
	Communicate with volunteers, timers, stroke and turn judges, ref, and starter about meeting times and location	
	Put heat sheets, on clipboards for stroke and turn, ref, starter, score keeper, and clerk of course	Home Meets Only
	Tape Numbers to chairs for Clerk of Course	Home Meets Only
	Pack and take all devices, nametags, ribbons, candy, etc.	Away Meets Only

Tuesday	Get to meet early and make sure everything is ready and there.	
	Put name tags on volunteer board; check board for absent volunteers and fill holes if needed	
	Communicate with coaches and volunteers	
	Have Heat sheets ready for coaches	
	Pack away all supplies after scoring is done	
	Be present and help with meet clean up	
	Take all numbers off chairs from clerk of course and store in bin	Home Meets Only
	Both coaches sign off on score-this is reported to NSL	
Wednesday-Thursday	Ribbons-Print labels off swimmingly and place on ribbons and put in family folders	