

## Meet Director's Responsibilities (Updated September 2017)

### **Prior to meet:**

Contact pool facility where meet is to be held. Determine any restriction, regulations, requirements, etc., that will be necessary to convey to VSA and participating teams.

Identify meet referee for submittal to VSA.

Create meet announcement following required documentation:

See section 205.3 of Vermont Swimming Associations Articles (Part Two – Championship Events). Forward completed packet to webmaster for posting at least three weeks prior to event.

Prepare Team Data Entry Sheet which must include:

1. Current Event Fees.
2. Web site fee.
3. Address for fee submission.
4. Forms must first be approved by VSA.

Determine job assignments:

Incorporating article 208.2 of Vermont Swimming Association Part II Championship Events. Additional job assignments are listed in the VSA meet personnel list.

Establish warm-up schedule:

Dedicate lane and time assignments for competing teams. Post these no later than one week prior to meet.

Receive meet entries and pre-seed meet.

Prepare coaches' packets for distribution at meet.

Collect money for entries.

Supplies:

Ensure availability of watches, clipboards, pencils, etc. Make sure VSA supplies have arrived, i.e. headsets, computers, microphones, national anthem.

**Day of meet:**

Distribute coaches' packet at first warm-up, including heat sheets, protest rules, entries, etc.

Check all equipment is ready to go.

Coordinate with pool staff to make sure their equipment is in working order, i.e. timing systems, blocks, lane counters, PA system.

Coordinate and conduct coaches' meeting with Stroke & Turn referee.

Make sure job assignees are in place and each team has fulfilled their requirement.

Play anthem and start session on time.

Post all results in several locations, including two areas on deck with easy coach access.

At end of each session, prepare new packets as needed for coaches. Resolve protests, post final results, including team standings.

**After meet:**

Post results per Section 204.13 of Vermont Swimming Association Articles (Part Two – Championship event).