**TTSC MEET DIRECTOR**

and 2nd Vice President

Meet Director duties:

* Must be current registered non-athlete member of USA Swimming
* Coordinate and organize up to three home meets per fiscal year, ensuring compliance with USA Swimming and Local Swimming Committee (LSC) rules.
* Secure a suitable meet facility and communicate proposed dates with TTAD prior to July 1st
* Prepare and revise meet sanctions
* Send and acquire meet sanctions with OSI Sanction Chair
* Prepare and send meet invites to corresponding teams
* Work collectively with board members, Coaches, COC, AO, Referee and Officials Coordinator
* Liaise with TTAD to secure sufficient lifeguard staffing during the meet session
* Prepare heat sheets for print, and arrange and post electronic heat sheets to club website
* Ensure volunteers, equipment and supplies are ready prior to meet operation
* Communicate and distribute pre and post meet requirements to OSI
* Problem-solve and mitigate any issues that may arise during a meet session
* Complete online submissions of the “Report of Occurrence” for any incidents or injuries that occur during the meet venue

The Meet Director’s primary objective is to host an efficient and well-organized meet. It is the Meet Director’s responsibility to protect the swimmers’ best interest, and advocate on their behalf as these meets are design for them. They should not assume additional responsibilities during the meet session, and delegate when necessary. They must be approachable to answer inquiries for volunteers and athletes during the meet session, and closely monitor the meet environment to ensure the venue runs smoothly.