



## MEET DIRECTOR DUTIES

---

### Pre-Season:

- Laminate starter, timer, judge and clerk instructions
- Reserve pool and clubhouse for Wed and Thurs nights

### Days Before the Meet:

- Confirm with Liz at Curry that there will be a trash pick up the day after the meet and that there will be adequate toilet paper and paper towel supplies
- Check in with lifeguards to confirm they will be coming

### Day of the Meet:

- Oversee deck set up
- Oversee speaker and starter table set up
- Oversee computer table set up
- Make sure rugs were rolled up by Concessions
- Appoint a Head Timer to run timer meeting and collect clipboards at the end of the meet
- Appoint a Head judge to run the judge meeting and collect clipboards at the end of the meet
- Make sure runner knows who the judges are
- Oversee timer, judge, and clerk of the course meetings
- Welcome the visiting team rep and assist with any needs

### During the Meet:

- Trouble shoot any problems

### After the Meet:

- Oversee deck clean up
- Oversee clubhouse clean up
- Make sure clubhouse is secured, remember doors to the pool area
- Make sure pool house is secured and pool gate is closed