

Pre/Post Meet organisation – information for Duty Club

Swimming NT office:

- Make pool bookings
- Advertise pool closure in NT News one week prior to meet
- Put out call (via email) for officials several weeks prior to each meet, collate responses and prepare basic roster
- Distribute completed roster via email during week leading up to meet (may be adjusted by Chief Referee on day of meet as appropriate)
- Compile and print programs for spectators (x no. of swimmers + 10 for coaches and team managers) and officials (x16)
- Prepare and supply float for gate takings
- Organise awards (pennants/ribbons/medals/JX prizes etc) if required
- Print withdrawal forms for booth
- Arrange for purchase of booth stationery when notified by booth operators
- Arrange for purchase of tea/coffee/sugar/spoons/cups when notified of requirements by previous duty club

Duty Club's Meet Director:

- Arrange collection of the following items from SNTI office at least one day prior to meet (please confirm time to ensure someone will be in the office via email executiveofficer@nt.swimming.org.au or phone 89815483):
 - Gate and booth keys
 - Programs
 - Withdrawal forms
 - Float tin
 - Awards (if required)
 - Officials roster
 - Any additional stationery or items required for booth
 - Water bottles for timekeepers/officials
- Perform duties as outlined in Meet Director Duty Statement during meet
- Liaise with booth operators and refreshments coordinator towards end of meet regarding any items which need to be purchased prior to next meet (form attached)
- Advise SNTI office of any items required above (stationery and/or refreshments) – complete form on next page and place in float tin
- Arrange for return of keys, float tin and any remaining awards to SNTI office within 1-2 business days of meet

The following stationery is required for the operations booth:

Item	Amount	Other Specifications?
Copy Paper		
Toner for printer		
Thermal paper rolls		
Pencils		
Pens		
Textas		
Staples		
Erasers		
Push Pins		
Whiteboard markers		
Pencil sharpeners		
White-out		

The following items are required for officials refreshments:

Item	Comments?
Tea Bags	
Coffee	
Sugar	
Spoons	
Stirring sticks	
Coffee cups	
Water bottles	
Water cups	

Other requirements/Comments:

Name: _____ Date: _____

Please place completed form in float tin for return to SNTI office. Thank you