



SWIMMING NORTHERN TERRITORY DUTY STATEMENT – MEET DIRECTOR

POLICY NAME: SWIMMING NT DUTY STATEMENT – MEET DIRECTOR
DATE OF ISSUE: MAY 2010
POLICY COVERAGE: ALL SWIMMING NT MEETS
DATE OF REVIEW: DECEMBER EACH YEAR
CONTROLLING BODY: SWIMMING NORTHERN TERRITORY

1. Deal with any queries, together with the control booth (ie. Ares/Meet Manager data recorders) regarding entries/times etc.
2. Check with the Referee that all the equipment for the meet is ready and in place and that it meets the standard required and conforms to the rules.
3. Ensure meet programs have been placed in all officials' and timekeepers' folders. At least once sharp pencil should also be placed in each folder. Stroke judges and Referee should also have disqualification slips in their folders. Announcer and database managers also require programs (not in folders), pencils and highlighters.
4. Liaise with the announcer to ensure that announcements of all information including warm-up procedures, are being made regularly. Keep Referee informed.
5. Ensure the competition pool is cleared 15 minutes before the commencement of each session of the meet.
6. Co-ordinate medal presentations – referee/control booth will confirm the official placings.
7. Resolve any problems or disputes which may arise that are not within the jurisdiction of the referee.
8. Do not interfere with the operation and/or duties of the technical officials.
9. Co-operate with the Referee, and remember that the Referee is in complete control of the competition.
10. Liaise with Duty Club on the day of the meet and ensure their obligations have been met:
11. Gate manned for entry fee collection and program sales - takings handed to Meet Director at commencement of meet
12. Officials refreshments provided and circulated regularly
13. Clean up carried out in full at end of meet – grounds (including BBQ area) left clean and tidy, all bins emptied and re-lined, all toilets flushed and changerooms hosed out (lights and fans off), toilet rolls/paper towel/soap restocked if empty.
14. All lights to be turned off, First Aid room locked and perimeter gate locked.
15. Keys and cashbox to be returned to Swimming NT Office as soon as practicable.