



## **SWIMMING CANADA NATIONAL MEET DIRECTOR ROLE AND RESPONSIBILITIES**

The National Meet Director position will be in place for the following Swimming Canada National competitions: Eastern/Western Canadian Championships, Canadian Junior Championships, Canadian Swimming Trials, Canadian Swimming Championships, and Can Ams. If required, the National Meet Director will also be in place for Canadian Masters Swimming Championships and Canadian Open Water Championships.

Should additional Swimming Canada National competitions be added to the Swimming Canada schedule, the National Meet Director and National Meet Referee roles may be appointed.

The Swimming Canada Manager, Events will work with the OCRC on the appointment of National Meet Directors for each event.

**Reporting to the Swimming Canada Manager, Events the National Meet Director shall:**

- Act as the lead technical representative to the local organizing committee working with Swimming Canada staff, the Local Organizing Committee (LOC) Meet Manager, and the National Meet Referee, provide leadership on the technical delivery of the competition, such as meet format or meet adjustments;
- Will be provided with resources and tools to conduct the job;
- Work with the LOC Meet Manager and National Meet Referee to ensure the fair execution of the competition;
- Review and provide feedback on the Meet Package prior to sanctioning;
- Attend LOC meetings (by phone or in person where travel not required) and in person to be combined with a site inspection coordinated through the Swimming Canada Manager, Events;
- Coordinate with the LOC Meet Manager and the Swimming Canada Manager, Events, on appropriate venue set-up;
- Work directly with the Entry Coordinator on the accurate development of psych sheets, heat sheets, timelines, and session reports based on registration numbers;
- In coordination with the LOC ensure all technical equipment has been delivered and installations completed prior to, and during the competition;
- Work with LOC Officials coordinator to ensure the appropriate number of safety marshals are assigned to warm-ups;
- In collaboration with the Swimming Canada Manager, Events prepare the technical meeting presentation for the competition using the template provided by the Swimming Canada;



- Attend the Technical Meeting, which will be led by the Swimming Canada Manager, Events or designate;
- Chair the Jury of Appeal as required;
- Provide the Swimming Canada Manager, Events with a written post-meet report (approved template) within 30 days of the completion of the competition. The report will include information provided within 20 days of the completion of the competition by the National Meet Referee and Para Meet Referee/Technical Advisor;
- Adjudicate all matters not assigned by the rules to referees, judges or other officials;
- National Meet Director would escalate any issues/concerns they are unable to resolve to the Swimming Canada Manager, Events.