

New Rep Training
Monday April 8, 2019

Dual Meet Responsibilities

1. Prior to the meet starting you are the contact for rescheduling
 - a. You have more say at a home meet
 - b. Watch the radar
 - c. Be reasonable (temps, rain, how many delays?)
2. Once the meet starts the head official is in charge of calling the meet
 - a. Get to know your head official
 - b. Discuss with other team rep, president, etc. how your team handles a reschedule
3. Things to consider for a reschedule
 - a. Pool availability
 - b. Worker availability
 - c. Early or late in season
 - d. Concessions
4. At a meet make a point to introduce yourself to the opposing team rep
 - a. Let them know where their team can set up
 - b. Let them know where you'll be during the meet if something comes up
 - c. Let them know any pertinent information about your pool or the meet
5. You are responsible for filling out accident reports
 - a. A rep from your team must be at all meets - home or away
6. Calling a meet or cancelling relays
 - a. Is it getting really late? Really cold?
 - b. Talk to the other rep about cancelling relays
 - c. Try to come to a mutually agreeable decision
 - d. Remember the goal is always to let the kids swim
 - e. Let your head official know of the decision

Classic Meet Responsibilities

1. Communication is key
 - a. Deadlines are meant to keep everything running smoothly
 - b. Failure to meet a deadline or respond to an email means everything is behind
 - c. Read the job description for your oversight area
2. Talk to your team's Job Coordinator
 - a. Make sure they have all the information regarding the meet
 - b. Where do they set up? Where do workers meet for various jobs?
 - c. Make sure they will be at the entire meet
3. Classic set up
 - a. A team rep must be at set up (plus one additional helper)
 - b. Ideally this rep is the rep in charge of your team's oversight area
 - c. Go over your oversight area - MAKE SURE SUPPLIES ARE THERE
 - d. Walk the different areas of the school - learn the traffic flow, team area, etc.
 - e. Communicate all of this info to your team in a Friday night email

4. Classic Meet

- a. Make sure your area of oversight is handled (meet, train, etc.)
- b. Attend scratch meeting
- c. Once the meet starts check in on your team
- d. Check in on your oversight area workers and be sure to handle the transition
- e. Be available to handle any situations that come up with your team
- f. CLEAN UP YOUR TEAM AREA

City Meet Responsibilities

1. Same as Classic
2. Oversight job is slightly different
 - a. Your team is assigned an oversight for a session (Fri. PM, Sat. AM, Sat. afternoon)
 - b. You might share an oversight area with another team
 - c. Certain jobs require communication with Classic oversight people
3. A rep from your team must be present at all sessions of City