

## SASA North District

### Essential Meet Personnel Accommodation Policy

Essential Meet personnel are the Meet Referee, (where applicable) Session 1 Referees both days, AOE Operator, Chief Recorder, Equipment Convenor, Swimming Convenor, Chair of the Jury of Appeal (where applicable) and Announcer.

The STO Convenor will confirm requirements for Referees, AOE Operators and Chief Recorder and the Swimming Convenor will confirm for Swimming Convenor, Chair of Jury of Appeal, Equipment Convenor and Announcer.

Room rates to be approved by 2 members of the District Executive and Swimming Convenor.

As soon as the Meet Referees, Session Referees, AOE Operator and Chief Recorder are advised of their appointment by the STO Convenor they should book their rooms (with an option to cancel prior to the Event) and advise the room rate to the District Executive and/or Swimming Convenor for approval.

If rooms are required for the Swimming Convenor, Chair of the Jury of Appeal, Equipment Convenor and Announcer these should be agreed by the Swimming Convenor/Executive no later than 2 weeks prior to the event and the room rate approved. These expenses can then be reclaimed after the event in the normal manner.