

SWIM MEET ASSIGNMENTS for VOLUNTEERS

1. Announcer. HOME MEETS ONLY

Keeps up with the sequence and order of events. Uses the PA system to announce first/last calls, events in the water, and general information.

2. Deck Manager. All MEETS

Each team will provide a deck manager. This person is in charge of the ready area and shall line up all swimmers on the deck for their event. He/she shall notify each swimmer to wait behind the appropriate starting block until the starter takes over control of the race. Deck Managers should be strong natured. Getting the swimmers and making sure that they are in place is difficult yet critical to the smooth running of the meet.

3. Place Judges. ALL MEETS

Each team shall provide a place judge. Place Judges are to judge the place finishes as they see them. The judges write the place finish on their meet program for the Judge's Recorder. Place judges should be confident in their decisions as their recorded order-of-finish override Timers entries.

4. Timers. ALL MEETS – FIRST HALF and SECOND HALF of each meet

Each team shall provide two timers for each of their team's lanes. For our home meets, we must also provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the lane timer worksheet. Timers are the final check to ensure the right swimmer is in the right event/heat.

5. Judges Recorder. HOME MEETS ONLY

The *home team* will supply a judge's recorder. When the race is finished and the judges and starter/referee have ruled on the place finishes, the Judges Recorder records the places in the appropriate block on the Judges Placing Form. Once entered the form is passed to the Master Recorder. The Judges Recorder has no say in the order of finish.

6. Master Recorder. All MEETS

Each team will provide a Master Recorder. The master recorder collects the Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded. The master recorder will then go to each lane and record each swimmer's time in the Time Column of the Judges Placing Form as noted by the recording timer. With all places and times recorded, the master recorder will deliver the completed Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.

7. Runners. HOME MEETS ONLY

The *home team* shall provide a minimum of one runner who is responsible for collecting the Judges Placing Sheet from the Master Recorder and then taking these promptly to the scorer's table.

8. Computer Operator. ALL MEETS.

One computer operator shall be provided from *each team*. Computer Operators work together to enter timing results for swimmers. Computer Operators make pre-meet changes, print heat sheets, print and organize timers and judges' sheets, print reports, and print labels for ribbons.

Computer Training is provided by the League; Computer Operators must attend the 3½ hour training class at Marist School, date/time to be announced (It is usually a Saturday or Sunday afternoon in May.)

9. Ribbon Workers. ALL MEETS.

Ribbon workers are responsible for placing the completed ribbon labels on the appropriate award and organizing them in the appropriate box for their team.

10. Concession Workers. HOME MEETS ONLY – FIRST HALF and SECOND HALF of each meet

Concession Workers run the concession stand at home meets. They will help organize the stand, fill orders, handle money, make change, and clean up the stand after the meet.

11. Bull Pen Wrangler. ALL MEETS

Queue swimmers in the Bull Pen and ready them to be taken to their events by Deck Managers. Like Deck Managers, Bull Pen Wranglers should be strong natured. Keeping up with our younger swimmers is the main challenge for Wranglers as young swimmers tend to wander away from the Bull Pen in reaction to the magnetic pull of the concession stand. Getting swimmers ready to be taken to their events by the Deck Manager is a critical meet function.