

Job Descriptions for Parents needed to run our swim meets

Announcer

The *host team* will arrange for someone to act as announcer. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators. The *host team* will arrange for someone to act as announcer. In addition they shall provide him with equipment to perform his duty. This equipment includes loudspeaker or bullhorn and an order of events. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

First call, event number and event description (i.e. 'Event number 1, 6 & under girls free relay. Please report to the blocks')

After a short interval repeat the above for the second call.

At the end of second call, wait a short interval and give final call for the event.

The announcer should follow this procedure for all remaining events.

Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on. The event number, number of heats per event etc. so the calls can be made without haste. This keeps the meet running smoothly. At all times the next event should be on the deck. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands the swimmers.

Deck Manager

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 be provided with the score sheet listing names of all **swimmers in all events**. He/she shall notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team shall arrange for someone to work in the ready area to assist the deck manager in identifying swimmers. These people 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**. Each team is responsible for making sure that their swimmers report to the ready area from the team area in time to be checked in by the deck manager.

Starter Referee

The starter referee is provided by the county to act as an impartial third party. This person is responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. If the starter/referee decides to disqualify a swimmer during an event he/she will signal by raising his/her hand and inform the place judges of the disqualification at the end of the event. At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur. The starter referee is provided by the county to act as an impartial third party. This person is responsible for any conflicts that may arise during the course of the meet. The starter/referee will start all races and act as a stroke and turn judge during the event. If the starter/referee

decides to disqualify a swimmer during an event he/she will signal by raising his/her hand and inform the place judges of the disqualification at the end of the event. At times the referee may be late or may be unable to show up. In this case, a person shall be appointed with the consent of both teams to act as the starter referee. Atlanta is a big city and travel can be difficult. The two teams need to work out any of these potential difficulties between each other when they occur.

Place Judges

Each team shall provide a place judge. The judges must in all events and, at all times command a clear view of the race and finish line. Judges shall not serve as timers in the same race. The judges are to judge the place finishes as they see them. The judges are to write the place finish on the judge's worksheet to be copied by the judge's recorder at the end of the race. The place judges override the times and the starter/referee over rides the place judges if there is a dispute.

Timers

At all meets times shall be taken on each lane. *Each team* shall provide two timers for each of their team's lanes. In a five lane pool the home team will provide two timers for the fifth lane. One of the timers will operate the watch and the other will record the times on the timer worksheet. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the flash or smoke of the gun or starting device. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook. The second timer shall record times on the timers worksheet and communicate these times to the master recorder who shall record them on the score sheet.

Judges Recorder

The *home team* will supply a judge's recorder. Once the deck manager has lined the swimmers up in their lanes the judge's recorder will collect the score sheet and place himself/herself behind the place judges. When the race is finished and the judges and starter/referee have ruled on the place finishes, he/she will record the places in the appropriate block on the score sheet. **For swimmers who have been disqualified** by the starter/referee the judge's recorder will write 'DQ' in the place block for that swimmer. The judges recorder will then pass the score sheet to the master recorder.

Master Recorder

Each team will provide a Master Recorder. The master recorder collects the score sheet from the judges recorder when the event is complete. The master recorder will then go to each lane and record each swimmer time as noted by the recording timer. With all places and times recorded, the master recorder will deliver the score sheet to the scoring table either directly or via the runner. Each team can alternate this job for each race. *Each team* will provide a Master Recorder. The master recorder collects the score sheet from the judges recorder when the event is complete. The master recorder will then go to each lane and record each swimmer time as noted by the recording timer. With all places and times recorded, the master recorder will deliver the score sheet to the scoring table either directly or via the runner. Each team can alternate this job for each race.

Runners

The *home team* shall provide a minimum of one runner at all times during the meet. Runners will be responsible for collecting the score sheets from the master recorder. Taking these promptly to the scorer's table. This position can be eliminated if the scoring table is in close enough proximity that the master recorders can deliver the scoresheet without slowing the meet.

Scorer

One scorer shall be provided from *each team*. They shall work together at the table provided. They will record scores of each event on the score sheets immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the score sheet. The home team receives the white copy; the visiting team receives the yellow copy.. One scorer shall be provided from *each team*. They shall work together at the table provided. They will record scores of each event on the score sheets immediately after each event. A running score shall be kept at all times. Upon completion of the meet each team shall receive a copy of the score sheet. The home team receives the white copy; the visiting team receives the yellow copy.

Tank

The primary responsibilities of those assigned to work in the Tank is to keep the children safe, contained and ready when the time comes to proceed to the pool for their races.

This year we will be managing the TANK quite differently, as there will be a TANK Manager and several assistants all sharing the responsibilities quite equally. Furthermore, for our HOME Meets only those children ages 12 & U will sit in the official Tank area near the Baby Pool, while those who are ages 13 & Over will be in "Gator Alley" near the Slide Pool. The older swimmers will be expected to get themselves to the pool deck in time for their races. If problems develop with this responsibility, then the older children will be moved back to the Baby Pool area with the rest of the team.

TANK MANAGER - Responsible for overseeing the entire operations of the TANK. This includes maintaining order in the Tank, helping the Tank Assistants line up races – when needed and assuring that our swimmers are proceeding to the pool deck in time for their races.

ASSISTANTS BY AGE GROUP – Responsible for overseeing children of just that specific age group (just girls, just boys or possibly entire age group) AND lining these children up just for their specific races. When possible, these ASSISTANTS will accompany the children to the pool deck where they will be officially placed in their lanes.

2 Volunteers for 6 & U age group (1 girls / 1 boys)

2 Volunteers for 7 & 8 age group (1 girls / 1 boys)

1 Volunteer for 9 & 10 age group

1 Volunteer for 11 & 12 age group

TANK FLOATERS – Will assist with lining up races in any age group that may need assistance, especially when relays are being lined up. Will assist on the shallow end of the pool during relays (Events 1-6 & Events 77-80). Will assist with accompanying swimmers to the main pool deck where they will be officially placed in their lanes.

2 Volunteers will serve as Floaters for the meet

Ribbon Writers

Ribbon writers shall be responsible for recording the swimmer's name, place, and time in each event. Ribbons should be placed in two separate boxes and given to each team at the end of the meet.

Hospitality

Every home meet we will have two parents serve water to workers on the pool deck. This will need to be done 2 times per meet. Water and cups will be set up in the common area of the clubhouse. It is also the responsibility of the hospitality workers to keep watch of the trash cans on the pool deck. New liners are available if needed.

Set-up

This position will help set up the pool deck for the meet. These people need to report to the pool no later than 4:15 pm. Set –up includes roping off areas of the deck, parking signs on the road, stocking restrooms with paper towels and toilet paper, hospitality table and concessions set up if needed.

Clean-up

This position will empty all trash cans on the pool deck, return all deck chairs to the proper position, empty trash from restrooms and put any belongings left behind into lost and found box.