

Connecticut Swimming

Job Description

This brief description outlines the basic responsibilities of your assignment. It is meant to be an aid and is not all-inclusive. This assignment is for the duration of the meet session. If you cannot work the entire session, you must find a replacement from your team. It is your team's responsibility to fulfill the work assignment for the session.

TIMER

- Sign in with the Head Timer upon arrival at the meet and no later than ½ hour after the start of warmups. Head timer is located at a table outside the office (by the award table). You will be assigned a lane and a stopwatch. You may use your own watch.
- Timers' meeting will be held approximately 25 minutes before the start of the session. The Head Timer will inform you of the meeting time and location.
- Detailed instructions about timing will be given at the Timers' meeting by an official.
- If you cannot time the entire session (up to but NOT including the 1000's, if any), make arrangements to have a teammate relieve you.
- Return your watch to the Head Timer
- Return the clipboard to the Head Timer table after the runner has picked up the timer sheets from the last event. If you have a timer sheet that was not collected it should be returned to the computer table.

HEAD TIMER

- Report to the office approximately 10 minutes before the beginning of warm-ups and pick up supplies.
- Supplies needed:
 - CSI watches
 - Timer assignment sheet by lane and club
 - Pencils/pens, clipboards
- Set up on a table outside the office next to the work assignment/awards table.
- Sign in timers and record name and club. Assign one head lane timer to each lane to write the times. These timers should be issued clipboards at the timer's meeting.
- Remind each that his/her assignment is until the last event is concluded, but timers may leave prior to the long distance events, if any.
- Inform each timer of the timers' meeting, which will be held approximately 25 minutes prior to the start of the session. Timers should report to the office area. Make sure all timers are in the timers meeting.
- Attend the timer meeting and make sure all timers are in the timer's meeting.
- After the timer's meeting, make sure that each head lane timer receives a clipboard with pencils before the start of the meet. The office person will put the timer sheets on the correct clipboard and assist the head timer..
- Keep announcer informed as to teams with unfilled timing positions.
- Keep an eye on the timers during the meet. You should have a watch and function as an extra backup timer. If the timers have not been offered water for too long a period, check with the hospitality workers. If a timer is splitting a session, when that timer's replacement arrives have a backup timer work the lane until you brief the replacement on the content of the timer's meeting.
- Collect watches after session. Keep the sign-in sheet as a record of teams that reported for their assignment. Report any watches not returned to Meet Director.
- Return supplies to office or turn over the next head timer if the sessions run together.

BACK-UP TIMER

- Sign in immediately with the head timer. Head timer is located at a table outside the office (by the award table). You will be assigned a stopwatch. You may use your own watch.
- Timers' meeting will be held approximately 25 minutes before the start of the session. The head timer will inform you of the meeting time and location.
- Detailed instructions about timing will be given at the Timers' meeting by an official.
- If you cannot time the entire session (up to but NOT including the 800s, 1000's, 1500s and/or 1650 if any), make arrangements to have a teammate relieve you.
- Start the watch for each heat. Scan the timers repeatedly throughout the race – they will motion and/or yell if they need a back-up timer.

- Return your watch to the head timer at the end of the session.

ANNOUNCER- PRELIM SESSIONS

- Report to the computer table at the beginning of warm-ups.
- Supplies- microphone, watch, pencil/pen, white board, list of participating teams and meet program, scratch sign-in sheets, Star Spangled banner for finals and 10/U sessions.
- Make any announcements requested by the referee, computer table or meet management.
- During meet, announce record breaking swims and swims achieving national cut off times. These are listed in the program under each event.
- At the conclusion of each preliminary event, announce the event and then the 2 alternates and top 18 swimmers beginning with the 2nd alternate. (You will receive the results from the computer operator.) Announce swimmer's name and club (except for swimmers listed with an "un" next to their club name – there announce name only). After reading names, announce the time and then "**swimmers have thirty minutes to announce your intention to scratch. This event will close at XX time.**" Record the time announced and the time the session is to close. Write the event number, name and closing time on the whiteboard. If there are scratches, announce the new seeding, beginning with the 2nd alternate. At the closing time, announce the final seeding, the time, and that the event is closed. The Administrative Referee will answer any questions you have about scratch procedures and judge any unusual circumstances.
- Have swimmer or swimmer's coach sign each scratch.
- After the event is closed, return the sheet to the computer operator and erase the event from the chalkboard/whiteboard.
- Any scratches after the event is closed must go to the referee.
- See meet announcement or Admin Ref for "intent to scratch" situations.
- Timed final events: Announce the top 18 place finishes (slow to fast) and top 3 for relays.

PROGRAM SALES

- Check in with the Meet Director and pick up supplies- programs and moneybox, cash report form at least 15 minutes before the start of a session.
- Assist the Meet Director with copying of programs as needed.
- Report to the lobby at the beginning of warm-ups.
- Programs are \$10.00. (\$2.00 for Finals)
- Do not leave moneybox or programs unattended at any time!
- Extra programs may be stored with Metro Swim Shop.
- After session return programs to office and money to Meet Director only.

Posters

- Report to the office manager at the beginning of warm-ups.
- Supplies: masking tape and comfortable shoes.
- Prior to the session you will be posting heat sheets at three locations on the pool deck. The heat sheets will be posted after approval by the meet referee and typically at the direction of the Meet Director. You will see placards that say "Heat Sheets". Keep the events in number order. You will receive further instructions from the Meet Director.
- Occasionally an event will need to be reseeded during the course of the meet. These should be posted immediately and marked revised. Remove incorrect heat sheet. Directions from the meet referee will be provided.
- Time saver tip: tear off tape and affix to wall where you will be posting in advance. Then when you begin posting the sheets, the tape will be already torn-off and ready to use.
- During the meet, you will post results at one location on the pool deck and one location up in the lobby of the building. Pick up results at referee table.
- Assist office/computer table/Meet Director in any way needed.

RUNNER

- Report to the office manager at the beginning of warm-ups.
- Assist the meet director with copying as needed.
- Prior to the session you will be assisting the meet director in getting heat sheets copied and distributed to the coaches and officials.
- During the meet, you will pick up timer sheets or relay cards from each head lane timer at the conclusion of each event and return them to the computer table.
- Assist office/computer table/Meet Director in any way needed.

HOSPITALITY

- In consultation with the Meet Director, ensure sufficient food and drink are available to coaches and officials. Other duties include:
 - Keeping coolers stocked with cold drinks. This will necessitate the acquisition of ice.
 - Hourly, providing refreshments to Timers and Officials in stationary positions on deck. Also include those running the computer and timing console.
 - Preparing the hospitality room and providing sufficient paper goods, drinks, cups, plates, utensils, napkins, tablecloths.
 - Maintaining the hospitality room, including cleaning up after the meet.
- The hospitality position will require coordination in advance of the meet. The responsible team should contact the Meet Director in advance of the meet for further instructions.

Hospitality Helper

- Advance preparation is not required. However, you are expected to show up at least 10 minutes before the start of the first warmup.
- During the meet, the HH is expected to assist the host team responsible for hospitality with specific tasks, such as distributing refreshments to officials and timers on deck, obtaining ice, general cleanup, general maintenance. Simply put, it is extra person power.

AWARDS (bag tag)

- Report to Office at the beginning of warm-ups.
- Supplies: List of entered swimmers. Marker or pen. Meet bag-tag.
- Each entered swimmer is entitled to one bag tag. You will sit at the awards table next to the office, and when each swimmer comes for his/her bag tag, you must cross his/her name off of the list.
- Do not distribute tags to any adult volunteers or coaches. We may allow this on Sunday if our supplies hold up.
- Make sure the announcer reminds the swimmers to pick up their tags at least once per session.

AWARDS

- Prior to the meet, collect approximately 75 paper grocery bags. Obtain the listing of the participating teams from the meet director and label one bag for each team in which awards will be placed. Certain larger teams will need more than one bag, so bring extra bags to the meet.
- On Thursday night and Friday morning of the meet, set the bags up in alpha order (by team acronym) in the “officials” room.
- On Thursday night and Friday morning of the meet, organize the ribbons in packages with awards 10-18. This will make it easier when the awards come in. Many hands make light work. This can be done at the awards table or in the officials room. It may also be done in advance of the meet, but you will need to coordinate with the meet director to receive the ribbons in advance.
- During the meet, awards will be provided for each event. For individual events, medals are awarded for places 1-9 and ribbons for places 9-18. For relays, medals are awarded for only the top three relays.
- Each gold medal athlete, including relay athletes, is entitled to a racing cap, but if the athlete wins more than one event, either individually or relay, they still receive only one cap. Thus, you will need to track who has received a cap during the meet. The meet director will provide a list of participating athletes and you can check off each athlete as he/she receives a cap, then check for duplicates when affixing labels for each event.
- The awards table is busy each afternoon and every finals. Except for setup work, mornings are often lighter duty because all events, except relays, are prelims and no awards are issued. However, the morning session can be used as a “catch-up time for Friday and Saturday finals, so workers need not stay too late.
- Sunday finals is a busy session and awards personnel are urged to have it well staffed to ensure that you keep up with awards. The objective is to finish shortly after the last event concludes.
- Consult with the meet director for further direction.
- During the meet, it is also helpful to prompt the meet director to have the computer personnel print out awards label. Depending on the smoothness of the meet, this function can fall behind, so a friendly reminder is sometimes helpful.