

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 immediately with the head timer. 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 20 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 1500's, if any), make arrangements to have a teammate relieve you.
- Return your watch to the head timer
- Return the clipboard to the office 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.

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HEAD TIMER

- Report to the office at 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, club and watch number if possible. Assign one head lane timer to each lane to write the times. These timers should be issued clipboards.
- Remind each that his/her assignment is until the last event is concluded, but timers may leave prior to the 1500's if any.
- Inform each timer of the timers' meeting, which will be held approximately 20 minutes prior to the start of the session. Timers should report to the office area. Make sure all timers are in the timers meeting.
- 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 relief 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 relief timer work the lane until you brief the replacement on the content of the timer's meeting.
- Relief timers should replace timers for bathroom or other short breaks. Backup timers are just as important as lane timers and cannot serve as relief timers!
- 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.

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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 20 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 1500's, 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. Stay alert!
- Return your watch to the head timer at the end of the session.

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MARSHAL

- Supplies needed: orange vest (to be worn at all times), checklist and comfortable shoes.
- Walk the deck of the pool you are assigned to and see that the swimmers are behaving in an orderly fashion. Keep swimmers moving where it is necessary for clear access. Do not allow large groups to block walkways on the deck area or stairways. Notify the Referee immediately of anyone behaving in an unsafe manner, using profane or abusive language or whose actions are disrupting the orderly conduct of the meet. Notify Safety of any accidents/injuries.
- Every 15 minutes walk through the locker room of your gender. Record the time of the walk-through on your checklist. See that swimmers are behaving in an orderly fashion. No shaving is permitted. Notify the Referee or Meet Director immediately of any problems.
- **All adults on the pool deck MUST be displaying coach's ID tags, official's credentials, or worker's badges.** Any adult without them must be asked to leave the deck immediately. Please report any uncooperative spectators to the Meet Director. If a parent needs to get his swimmer's attention, offer to notify his child's coach and ask the parent to wait in the stands.
- All children on the pool deck MUST be swimmers participating in the meet session. Swimmers may not act as assistant coaches! Coaches' children who are not swimming in the session are NOT allowed on deck.
- Enforce warm-up procedures - feet first entry into pool except for one-way sprints.
Judgment is required for this position. Do your best.

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SAFETY

- Supplies needed: orange vest (to be worn at all times), first aid kit.
- A fully supplied First -Aid kit will be kept in office. Every coach is trained in CPR and first aid, and can offer emergency assistance. There is a telephone on deck (left side as you look at the diving board, next to supply closet) in case of serious emergency.
- Walk the deck looking for safety hazards and/or anyone behaving in an unsafe manner, using profane or abusive language or whose actions are disrupting the orderly conduct of the meet.
- Fill out an accident report (in office) for every injury, regardless of how minor.
- Your job is very important – but remember, we're all happiest when the Safety monitor finds nothing unsafe and no injuries to report. Stay alert – but if at the end of the session you can say that absolutely nothing happened, that's perfect!
- Safety Chairperson is Kathy Walsh.

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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, boom box, CD's, 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 16 swimmers beginning with the 2nd alternate. (You will receive the results from the computer operator.) Announce swimmer's name and club. 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 16 place finishes (slow to fast) and top 3 for relays.

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PROGRAM SALES

- Check in at office and pick up supplies- programs and moneybox, cash report form.
- 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!
- After session return programs to office and money to Barry Silver (Meet Director) only.

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RUNNER #1 [AM Sessions ONLY]

- Report to the office manager.
- Supplies: masking tape and comfortable shoes.
- Post results in the upstairs lobby area and outside the office by the men's locker room. One set of results should be filed in the "zones" folder in the office. Report to the computer table for results.
- Occasionally an event will need to be reseeded. These should be posted immediately where the heat sheets are posted on each of the 4 sides of the pool deck and marked revised. Remove incorrect heat sheet. Remain available to computer table if needed.
- 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.
- Relieve Runner #2 if he/she needs a break or falls behind.

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RUNNER #2 [AM Sessions ONLY]

- Report to the office manager.
- Supplies: masking tape and comfortable shoes.
- Occasionally an event will need to be reseeded. New timer sheets should be distributed to head lane timers, discarding the old ones. Remain available to computer table if needed.
- Collect timer sheets or cards after each event and return to the computer table.
- Collect clipboards after session and return to office.

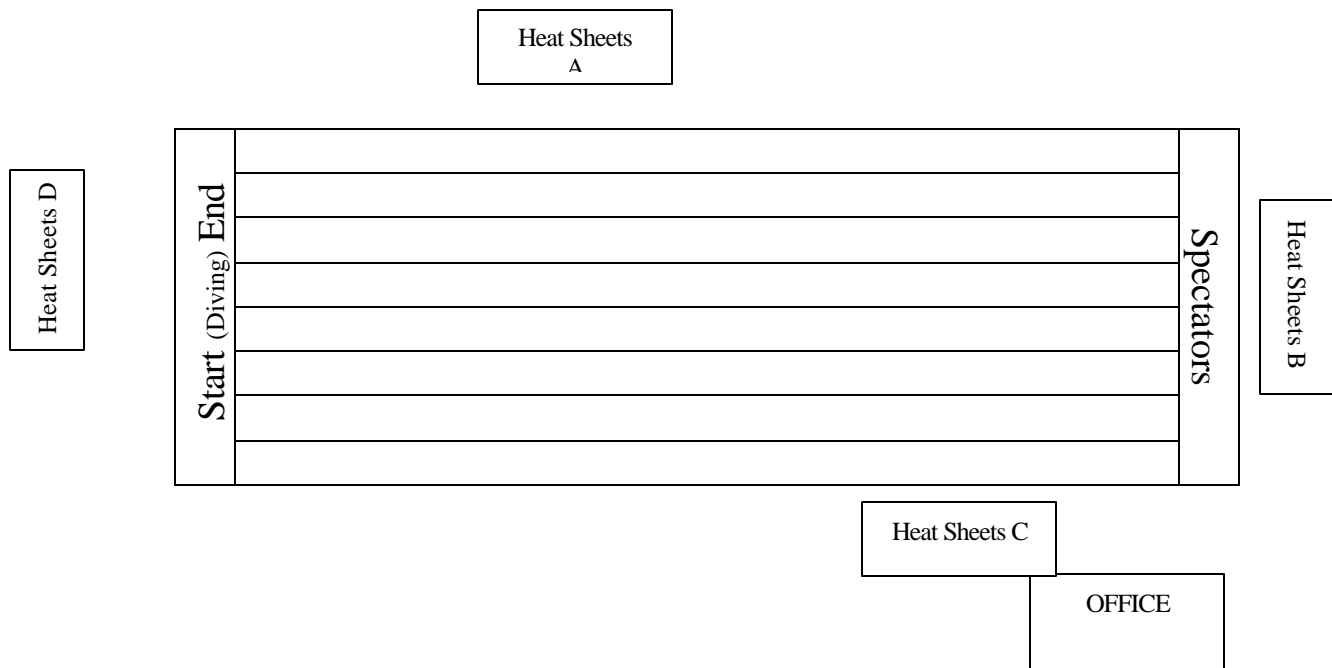
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RUNNER #1 [PM Sessions/Finals]

- Report to the office manager at the beginning of warmups.
- Supplies: masking tape and comfortable shoes.
- [PM ONLY] Prior to the session you will be posting heat sheets at two locations on the pool deck. Heat Sheets **B** and Heat Sheets **C**. Remove old heat sheets. See diagram below. You will see placards that say "Heat Sheets". Keep the events in number order.
- Occasionally an event will need to be reseeded. These should be posted immediately and marked revised. Remove incorrect heat sheet.
- 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.
- After heat sheets are posted you will post results in the upstairs lobby area. Report to the computer table for results.
- [Fri/Sat Finals ONLY] During the session you will be posting heat sheets for the following morning at two locations on the pool deck. Heat Sheets **B** and Heat Sheets **C**. Remove old heat sheets. See diagram below. You will see placards that say "Heat Sheets". Keep the events in number order.

Thank you!



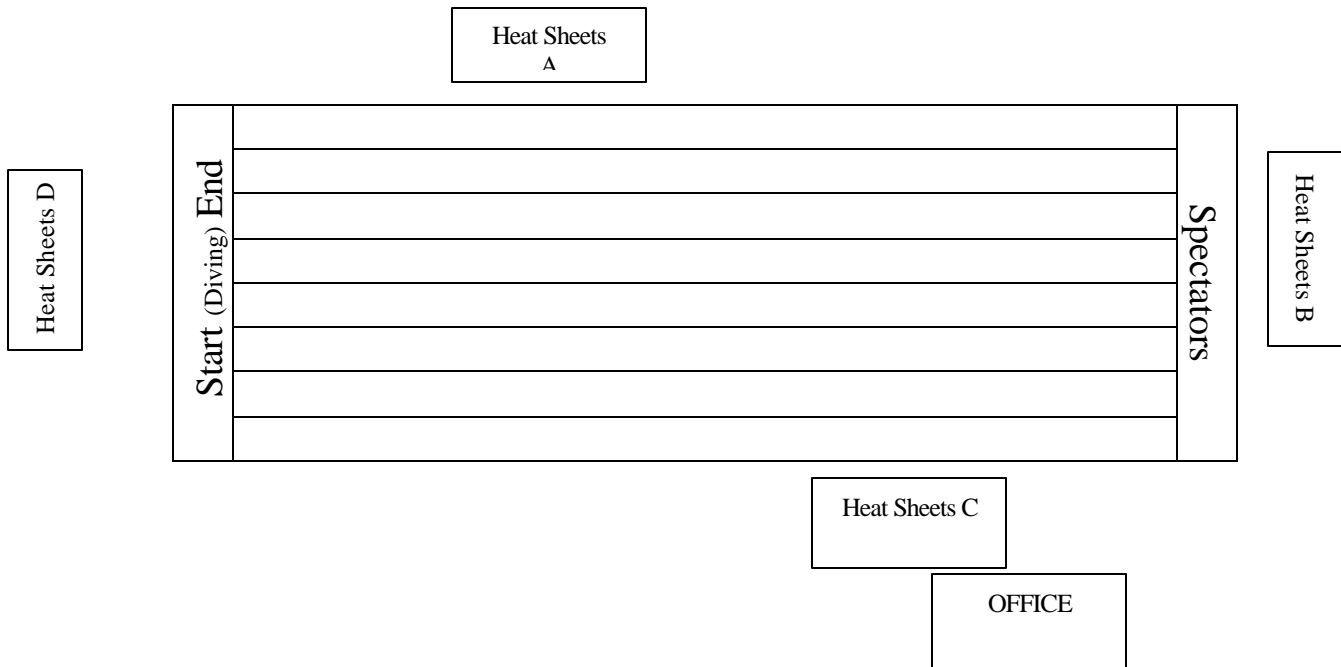
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RUNNER #2 [PM Sessions/Finals]

- Report to the office manager at the beginning of warmups.
- Supplies: masking tape and comfortable shoes.
- [PM ONLY] Prior to the session you will be posting heat sheets at two locations on the pool deck. Heat Sheets **A** and Heat Sheets **D**. Remove old heat sheets. See diagram below. You will see placards that say "Heat Sheets". Keep the events in number order.
- Occasionally an event will need to be reseeded. These should be posted immediately and marked revised. Remove incorrect heat sheet.
- 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 outside the office by the men's locker room. One set of results should be filed in the "zones" folder in the office. Report to the computer table for results.
- [Fri/Sat Finals ONLY] During the session you will be posting heat sheets for the following morning at two locations on the pool deck. Heat Sheets **A** and Heat Sheets **D**. . Remove old heat sheets. See diagram below. You will see placards that say "Heat Sheets". Keep the events in number order.

Thank you!



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OFFICE [AM ONLY]

- Sign in workers for this session. Provide each with one badge (must be returned at the end) and job description if necessary. Make sure head timer has timer assignment sheet and watches. Give coaches' tags to coaches only after they show current USA swimming card and are on the list. Meet Director MUST approve any coach's tag other than those pre-printed with the coach's name. Provide team packets to coaches when requested.
- Keep announcer informed if workers are late signing in.
- Supplies: List of events. Worker assignment list, sign-in sheet. Marker or pen
- Miscellaneous office duties.
- Heat sheets should be sorted and labeled as such:
 - Meet Director
 - Meet Referee
 - Admin Referee
 - Deck Referee
 - Starter
 - Chief Judge
 - Colorado operator
 - Computer table.
- Sort heat sheets by official and deliver to officials approx 5-10 minutes before the meet begins. If you can catch the officials in the officials meeting before the start of the meet, you can save a lot of running around. It is critical that the starter have heat sheets first so he can start the meet.
- Report back to office area or computer table for misc. duties.

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OFFICE #1 [PM ONLY]

- Sign in workers for this session. Provide each with one badge (must be returned at the end) and job description if necessary. Make sure head timer has timer assignment sheet and watches. Give coaches' tags to coaches only after they show current USA swimming card and are on the list. Meet Director MUST approve any coach's tag other than those pre-printed with the coach's name. Provide team packets to coaches when requested.
- Keep announcer informed if workers are late signing in.
- Supplies: List of events. Marker or pen. 8 clipboards and 8 pencils.
- Miscellaneous office duties until computer table is printing heat sheets..
- Take heat sheets off printer at computer table.
- Make 11 copies (total of 12), keep heat sheets in number order and hand off to Office #2. You may do this in batches (i.e. Pages 1-6 then pages 7-12) in order to get the meet started on time.
- Timer sheets will print after each event's heat sheets.
- Attach to clipboards with pencils and deliver to head lane timer after Timers' meeting. These can also be done in batches if we are behind schedule.

- Occasionally an event will need to be reseeded. New timer sheets should be distributed to head lane timers, discarding the old ones. Remain available to computer table if needed.
- Collect timer sheets after each event and return to the computer table. If you are not done with the heat sheets, please notify the office manager.
- Collect clipboards after session.

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OFFICE #2 [PM ONLY]

- Report to Office, at the beginning of warm-ups.
- Supplies: List of events. Marker or pen. 8 clipboards and 8 pencils.
- Miscellaneous office duties until computer table is printing heat sheets.
- Pick up Heat sheets from Office #1
- Label heat sheets as such: (the sheets for the officials may change daily)
 - Post
 - Post
 - Post
 - Post
 - Meet Director
 - Meet Referee
 - Admin Referee
 - Deck Referee
 - Starter
 - Chief Judge
 - Colorado operator
 - Computer table.
- Give 2 sets each to Runner #1 and #2 for posting
- Sort heat sheets by official and deliver to officials approx 5-10 minutes before the meet begins. If you can catch the officials in the officials meeting before the start of the meet, you can save a lot of running around. It is critical that the starter have heat sheets first so he can start the meet.
- Report back to office area or computer table for misc. duties.
- Assist in production/duplication of finals program, distribute 1 (ONLY) to each team.

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OFFICE #1 [Finals ONLY. Sunday Combine #1 & #2]

- Sign in workers for this session. Provide each with one badge (must be returned at the end) and job description if necessary. Make sure head timer has timer assignment sheet and watches.
- Keep announcer informed if workers are late signing in.
- Assist in production of finals programs if necessary
- Supplies: List of events. Marker or pen. 8 clipboards and 8 pencils.
- Miscellaneous office duties
- Attach timer sheets to clipboards with pencils and deliver to head lane timer after Timers' meeting. These can also be done in batches if we are behind schedule.
- Collect timer sheets after each event and return to the computer table. If you are not done with the heat sheets, please notify the office manager.
- Collect clipboards after session.

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OFFICE #2 [Finals ONLY]

- Report to Office, at the beginning of warm-ups.
- Supplies: Finals Program. Marker or pen. 8 clipboards and 8 pencils.
- Miscellaneous office duties until computer table is printing heat sheets.
- Pick up Heat sheets from Office #1
- Label copies of finals program as such:
 - Meet Director
 - Meet Referee
 - Admin Referee
 - Deck Referee
 - Starter
 - Chief Judge
 - Colorado operator
 - Computer table.
- Deliver finals programs to officials approx 5-10 minutes before the meet begins.
- Report back to office area or computer table for misc. duties.
- When computer operator has entered next day scratches, take heat sheets for next day off printer at computer table.
- Make 11 copies (total of 12), keep heat sheets in number order.
- Label heat sheets as such: (the sheets for the officials may change daily)
 - Post
 - Post
 - Post
 - Post
 - Meet Director

- Meet Referee
- Admin Referee
- Deck Referee
- Starter
- Chief Judge
- Colorado operator
- Computer table.
- Give 2 sets each to Runner #1 and #2 for posting

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AWARDS (pins)

- Report to Office at the beginning of warm-ups.
- Supplies: List of entered swimmers. Marker or pen. Meet pins.
- Each entered swimmer is entitled to one pin. You will sit at the awards table next to the office, and when each swimmer comes for his/her pin, you must cross his/her name off of the list.
- Do not distribute pins 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 pins at least once per session.