

Meet Director (*1 from Home Team*)

Responsible for the overall running of the meet. Will hold an officials meeting 15 minutes prior to the start of the meet to instruct all officials as to responsibilities. Remind timers the importance of attention and clearing watches after each heat. Signal to the starter "ready" for each heat. Only the head coach from either team may discuss procedures or judgments with the Meet Director. The Meet director should have a list of all volunteers and make sure that all officials are present prior to starting the meet.

Head Timer (*1 from home team*)

Start their own stop watch at the beginning of each heat in a case a timer misses a start. Collects time sheets from timers when sheet are finished and then give the sheets to the runner (see runners job below).

Runner (*1 from each team*)

One takes sheets from Head Timer to the computer people. The other takes DQ sheets from Judges to the computer and then to the appropriate coach.

Clerk of Course (*3 from home team, 1 or 2 from visitors*)

One person is responsible for getting the swimmers seated by event , heat and lane. The other is responsible for sending each heat to the blocks immediately upon the start of the previous heat. One or the other (or a 3rd clerk is sometimes preferred) also is responsible to inform the head timer, starter and scorekeeper of any heat, lane or name changes. For 10 and under relays they must make sure both ends of the relays teams are placed correctly, 1& 3 at the head of the pool and 2 & 4 at the far end. The Clerk is also responsible for combining races and heats, when possible, to save time. The Clerks start lining up the swimmers for the first relays before the meet starts.

Starter / Announcer (*1 from home team*)

The Starter / Announcer will be responsible for picking up the starter kit prior to each home meet, setting it up, starting each race and making any announcements that need to be made throughout the meet. Starter Script: " *Swimmers on your block (or in the water)/ Event #, event description, Heat #/ Judges & Timers are you ready*

(wait for confirmation by show of hands) /swimmers take your mark "- BEEP.
Announce periodically which events should be reporting to the clerk of course.

Stroke & Turn Judge (*1 from each team*)

1 day seminar required - date TBA. Monitors proper starts, arm and leg motions, turns and wall touches. Judges should have DQ sheets and heat sheets in order to properly identify swimmers. Judges gives DQ sheets to the runner. Coaches are responsible for notifying swimmers. Only 9 & up are DQed. Only the Meet Director may question a decision of a judge. If a coach has a problem, they should meet with the Meet Director.

Heat Ribbon Runner (*1 from home team*)

Watches each race to determine who touches the wall first, then give that swimmer a heat ribbon.

12 & under individual events only.

Computer Meet Set-Up Person (*1 from home team*)

The Computer person will set up the computer scoring software and team roster prior to the meet, set up the computer at home meets. It is the home teams responsibility to merge the meet and supply heat sheets to the following: Other team (6), Strokes and Turns Judge (2), Starter (1), Clerk of Course (2), head Timer (1), plus any you may need for your coaches and child gatherers. Home team also supplies timers with timers sheets for each lane (6). It is the visiting teams responsibility to get their line-up to the hosting team by 6 PM, 2 days prior to the meet.

Computer Input Person (*1 from each team*)

Works with the computer person during the meet to input times of swimmers, print labels and score the meet.

Ribbon Writer (*1 from each team*)

The Ribbon Writer takes the printed labels from the computer scorer and sticks them to the back of the proper "place" ribbon. The ribbons are sorted between the home team and visiting team. The visiting will take theirs home that night. The home ribbons should go to the computer person.

Child Gatherers (*Minimum 4 for each team*)

The Child Gatherers assist the Clerk of Course by gathering the swimmers for the upcoming events. They need to have the swimmers to the Clerk at least 4 events prior to their event. They will be provided with a list of all swimmers, in all events, in the order in which they swim.

Timers (*2 from home and 1 from away- for each lane*)

The timers check to be sure the the watch starts, stops & resets. There will 3 timers per lane. One timer will hold the clipboard with heat sheets and record the median time. The same timer will be responsible for making sure the swimmer on the block or in the water is the same as the name on the heat sheet. That timer will also make sure that all timers in their lane are ready and raise their hand to show the starter they are ready for the next race. When the starter Beeps, start your watch, stop as soon as they touch the wall. As soon as times are recorded be sure to reset the watch for the next race.

Concessions (*Minimum 5 from home team*)

Works prior to and during the meet to set-up , sell and clean-up concessions and heat sheets.