

Job Descriptions for Swim Meet

Swim Meet Officials

Meet Manager:

Oversee the function and operation of the meet. Makes sure the meet follows its scheduled time as closely as possible. Has the final say in disputes and is organizer and chair of protest committee.

Head Referee: The manager of the other meet officials. Maintains communication and coordination between the starter, chief timer, finish judge, stroke and turn judges, timing head quarters amongst others. Manages disqualification cards & informs swimmer or coach of disqualification

Starter: “Whistle...Take your Mark...Horn”

One Whistle swimmers to take the block, (check the scoreboard has been reset). Make sure all swimmers appear ready; give them no more than 10 seconds on the blocks. (In backstroke give them no more than 15 seconds to get ready). **“Take your Mark”!** Wait until all are still (2 seconds max), if they are not ask them to stand-up and redo your call “take your mark”. Press the button for the start, **“Horn”!** Starter is also **Finish Judge** for lanes numbers 4 – 5 – 6, and has the authority to disqualify; inform Stroke Judge.

Finish Judge: Investigate when there are discrepancies in the scoreboard time verses the sighted finish. Inform CTS operator. Finish judge for lanes numbers 1 – 2 – 3. Has the authority to disqualify; inform Stroke Judge.

On Deck Marshal (bench area side of pool):

Arrange swimmers on benches for upcoming races according to their lane assignment. Shift swimmers through the five “On Deck” benches. Check they have their lane card & that the information on the card is correct.

Off Site Marshal (shallow end or Off Site):

Announce names & write on white board the upcoming event/heat. Check off names of swimmers in upcoming races. Place them in lane order on chairs or a bench. Feed these competitors in their assigned heat and lane order to the 'Lane Card' Distributor in the Aquatics Center.

Lane Card Distributor: Hand out entry cards to swimmers. Write on white board the event and heat number being called to deck, e.g. Event 12 Heat 3.

Stroke Judge (#1. Scoreboard side, #2. Lock room side):

Ensure strokes are completed according to rules of the meet. Walk the deck. Send DQs or warnings to Head Referee. Can inform swimmer upon exit from water.

Turn Judge (#1. Shallow End, #2. Start End)

Ensure turns are completed according to rules of the meet. Send DQs or warnings to Head Referee. Can inform swimmer exiting the water.

Chief Timer: Oversees other timers. Makes sure all timers are ready before signaling the Starter to start the race. Do a back-up time for any lane that may need assistance e.g. a failed hand held stopwatch. Approves the hand held stopwatch time if the electronic timing system fails. Note back up times must reflect appropriate place of finish when comparing other swimmers placement and recorded times. Ensure hand-held times are recorded on the lane cards and that the cards are sent to the Timing HQ.

Timers:**1. Stop Watch**

Take event entry card from swimmer. Check swimmer is the right person in the right lane. Do not allow a swimmer to swim unless they are carrying a card with their name on it. Stopwatch timer writes in their time on the swimmers entry card. Hand entry card to runners.

2. Colorado Timing System Plunger

Use CTS plunger to stop electric timer (just in case a touch pad fails). Timers click on the finishing touch of the swimmer in their assigned lane. They must learn over the end of the pool for accuracy. Hit touch pad if scoreboard clock is still running after swimmer finishes.

Lane Card Runner for Timers: Take all completed entry cards from timers to HQ after each race.

HQ Computer Software Operator: Run Hy-Tek Meet Manager. Record new entries up until 30 min. before start of swim meet. Scratch swimmers as informed. Communicate with CTS operator. Print reports, scores, and ribbon labels as needed.

HQ Colorado Timing System: Run CTS console. Communicate with Starter on race readiness. Communicate with HQ computer operator on race results.

HQ Ribbons & Reports: Stick printed ribbon labels on 1st to 6th place ribbons and organizes ribbons into age and gender groups. Organization of Medallions and Trophies. Collates and distributes printed 'events standing' reports.

Locker room Supervisors: Check and oversee safety of locker room. Director flow of traffic and send spectators to Spectator Entrance. Limit over crowding. Alert cleaner if necessary for trash removal and clean-ups. Alert Meet Manager if the area is unsafe.

Entrances, Deck and Balcony Supervisor: Direct flow of traffic and send spectators to balcony. Limit over crowding and keep non swimmers off the deck. Keep the area on the pool deck in front of the HQ clear. Oversee the cleanliness of the area. Alert cleaner if necessary for trash removal clean-ups. Alert Meet Manager if the area is unsafe.

Substitute: Relieves Timers, Marshals, lane Card Distributor, etc. for quick breaks.

Hospitality and Photos: Assists with spectator enquiries. Helps distribute reports to posting areas on whiteboard and in the balcony. Get drinks for volunteers. Photograph swimmers with Canon Camera.

Announcer: Calls swimmers up to start. Announces the event, age group and names and lanes the swimmers are swimming in. Call up missing swimmers. Commands swimmers to exit the water after each race. Reports on other logistical details to bring clarity to the swim meet.

Award Presenter: Collates and presents awards with the assistance of the HQ Ribbons and Reports officer.

Task	Name	Name	Position
Meet Manager			Pool Deck
Head Referee			Pool Deck
Starter & Finish judge			Start/Finish
Bench Marshal			Scoreboard side
Team Marshal			Shallow end
Off site Marshal			Cafeteria
Stroke judge			Sides of Pool
<u>Turn Judge</u>			End of Pool
<u>Chief Timer</u>			Start/Finish
Timers			Lane 1 Start/Finish
			Lane 2 Start/Finish
			Lane 3 Start/Finish
			Lane 4 Start/Finish
			Lane 5 Start/Finish
			Lane 6 Start/Finish
Runners for Lane cards			With timers
Runners for DQ cards			With Stroke & Turn
Runners for Marshals			With Marshals
HQ (HY-TEK)			Office
HQ Colorado Timing S			Office
HQ Ribbons & Reports			Office
Locker room & Cafeteria Supervisor			All around area
Balcony & Entrance Supervisor			All around area
Nurse			classroom or MS
Lifeguard			Pool Deck
Substitutes			Timers & Marshals
Swim team item sales			Spectator Entrance
Travel info Table			
Hospitality & Photos			Pool side
Team Coaches			Pool side
Announcer			Start/finish Area
Awards			Shallow End

