

**Announcer**

***2 needed for each home meet, half meet***

***=1 meet slot***

***Team: Clerk***

***Arrival time: 1<sup>st</sup> Half – 4:30; 2<sup>nd</sup> Half – Event 26***

The Announcer makes the mandatory announcements at the beginning of the meet and should be there around 1½ hours prior to meet start. During the meet, s/he announces the event numbers (given to him/her by the Clerk of Course) that are lining up at the Clerk (each event is given a first-, second-, and final-call). S/he may also announce the score and other pertinent information regarding weather delays, etc. The Clerk of Course will give on-the-spot training and direction to the Announcer.

The Announcer may volunteer for another position in the other half of the same meet.

**Clerk Escort**

***2 needed for each home and away meet, half meet***

***=1 meet slot***

***Team: Clerk***

***Arrival time: 1<sup>st</sup> Half – 5:45; 2<sup>nd</sup> Half – Event 26***

The Clerk of Course Escort assists the Clerk in finding swimmers (if they have not arrived by the staging time), helping place the swimmers on the benches, and then moving them from the benches to the lanes in which they are assigned. The Clerk Escort also has the chance to help get the swimmers (of both teams) get mentally prepared and excited to swim. The Clerk of Course will give on-the-spot training and direction to Escorts.

The Clerk Escort may volunteer for another position in the other half of the same meet.

### **Clerk of Course**

#### ***TRAINED POSITION***

***Need to retrain every other year***

***1 needed for each home meet, whole meet (can be split)***

***=2 meet slots***

***Team: Clerk***

***Arrival time: 5:00***

The Clerk of Course works to get the swimmers seeded in heats and lanes. The computer seeds swimmers and the Clerk works from the computer printouts to make sure all swimmers are in their proper places. The Clerk of Course has the ability to combine events according to GRAL regulations. The Clerk of Course does have to seed Relays as changes often happen and the computer does not seed them properly. The Clerk works with the Referee to solve problems that arise. The Clerk of Course shall keep the Starter and Referee informed of any changes to the number of heats for each event. The Clerk shall work with the Announcer to give swimmers a first call, second call, and final call for each event. Clerks can work in tandem, trading off through the meet, with one clerk seeding the relays, and the other clerk managing the process.

The Clerk candidate takes a GRAL administered Clerk Class at the beginning of the season. After passing the test, s/he then walks a half as Clerk, as well as all relays. To maintain certification, s/he must work two halves a season and pass the test every other year. Otherwise s/he must take the class again, but not walk again.

The Clerk of Course should not volunteer for another position in the same meet.

### **Computer Data Checker**

***2 needed for each home meet, half meet***

***=1 meet slot***

***Team: Computer***

***Arrival time: 1<sup>st</sup> Half – 6:30; 2<sup>nd</sup> Half – Event 28***

The home team provides one Computer Data Checker for each half of the meet. S/he is responsible for making sure that the computer printouts match the handwritten time sheets. If a mistake is made, s/he alerts the Computer Representative who makes the change.

The Computer Data Checker may volunteer for another position in the other half of the same meet.

### **Computer Data Entry**

***2 needed for each away meet, half meet***

***=1 meet slot***

***Team: Computer***

***Arrival time: 1<sup>st</sup> Half – 6:15; 2<sup>nd</sup> Half – Event 28***

The away team provides one Computer Data Entry Volunteer for each half of the meet. One Volunteer calls out the times listed on the timer sheet and the other types them in. Who does what can be decided amongst the Volunteers and positions can be switched. Generally the Home Computer Rep does the typing, and they away team personnel may even be called on to do the data checking. No prior experience is needed, but the faster the Volunteers are at their jobs, the quicker everyone leaves at the end of the night. No times may be entered unless at least one person from each team is involved in the process.

The Computer Data Entry Volunteer may volunteer for another position in the other half of the same meet.

### **Concessions Team**

***1 Concessions Head, 1 Floater needed for whole meet***

***=2 meet slots***

***3 Concessions Shift Workers needed for half meet***

***=1 meet slot***

***Team: Concessions***

***Arrival Time: Shift 1 – 3:30; Shift 2 – 6:00***

Concessions Team Members prepare and sell food items to swimmers, officials, volunteers, and spectators. The first shift helps set up the concessions stands and the second shift helps take it down.

Concessions Team Members should not volunteer for another shift in the same meet, with the exception of Shift 1 workers.

### **Grill Team**

***2 needed for each home meet, whole meet***

***=2 meet slots***

***Team: Concessions***

***Arrival Time: Shift 4:00***

Grill Team Members grill hamburgers and hot dogs for the Concessions team to sell. Grill Team Members are responsible for set up and clean up of the grill.

Grill Team Members should not volunteer for another position in the same meet.

### **Head Relay Parent**

***1 needed for each meet, half meet***

***=1 meet slot***

***Team: Clerk***

***Arrival time: 4:00 (for sign in)***

The Head Relay Parent works with the Clerk of Course to coordinate the 8&under relays and manage the older swimmers who are helping (2 per relay). S/he also may be assigned to a relay if needed. The Head Relay Parent is also there to answer any questions that new or younger swimmers may have about swimming a meet.

Beginning in 2012, The Head Relay Parent also works as a Sign-In Volunteer

### **Head Table Worker**

***1 needed for each meet, whole meet***

***=2 meet slots***

***Team: Computer***

***Arrival time: 6:00***

The Head Table Worker is responsible for the coordination of Table Workers from our team at home and away teams. He/she must keep counts of our ribbons for reordering the next year and make sure there are adequate supplies for the table workers (pencils, highlighters, scissors, paper clips, etc.) The Head Table Worker works with the coach to get him/her the ribbons to distribute at practice. Each team has their own ribbons inventory and the Head Table Worker brings the ribbons to every meet. The Head Table Worker works with other Table Workers to process meet times. The Head Table Worker receives training from his/her own team via a presentation created by GRAL.

The Head Table Worker should not volunteer for another position in the same meet.

### **Head Timer**

***1 needed for each meet, whole meet (can be split)***

***=2 meet slots***

***Team: Timer***

***Arrival time: 5:30***

The Head Timer is ultimately responsible for organizing the timers from his/her team and communicates with the Head Timer from the other team to make sure timing runs smoothly. The Head Timer is responsible for making sure we have enough working stopwatches prior to the meet. S/he should bring the stopwatches to both home and away meets. The Head Timer meets with the timers 45 minutes prior to meet start to make sure they understand their assignments and to ensure everyone has signed in.

During the meet, the Head Timer is not assigned a lane but rather starts two stopwatches for each race in case a watch malfunctions. If a Timer raises his/her hand indicating a malfunction, the Head Timer switches watches with that timer. The Head Timer is responsible for guiding the timers from the starting end to the turning end for 8&under (25 m/y) races and lets the Starter and Referee know when everyone is ready.

The Head Timer should not volunteer for another position in the same meet, unless the shift is split.

### **Heat Winner Ribbons Volunteer**

***2 needed for each home meet, half meet***

***=1 meet slot***

***Team: Timer***

***Arrival time: 1<sup>st</sup> half – 5:55; 2<sup>nd</sup> half – Event 26***

The Heat Winner Ribbons Volunteer observes the races from the same end where the timers are positioned. S/he watches carefully to see which swimmer finishes first and hands that swimmer a ribbon and/or a lollipop. If there is any question as to who was first, two ribbons are provided.

The Heat Winner Volunteer may volunteer for another position in the other half of the same meet.

### **Meet Director**

***1 needed for each meet, whole meet (can be split)***

***=2 meet slots***

***Team: Meet Director***

***Arrival time: 4:00***

The Meet Director is the person designated by the Host Club whose responsibility it is to see that the physical needs of the of the pool are ready for each meet, including but not limited to seating areas for spectators and swimmers, meet equipment and materials, and adequate sound and lighting. The Meet Director's team includes the set-up and take-down volunteers, the volunteer who puts up the neighborhood signs, and the sign-in volunteers. The Meet Director will give on-the-spot training and direction to those personnel.

The Meet Director is also responsible for getting meal tickets to the visiting coaches.

The Meet Director, along with the Parent Reps and Pool Management, shall work together in accordance with League rules to resolve any weather-related meet delays.

The Meet Director should not volunteer for another position in the same meet.

### **Pre-Meet Sign-In Volunteer**

***3 needed for each meet, prior to meet start***

***=1 meet slot***

***Team: Meet Director***

***Arrival time: 4:00***

The Sign-In Volunteers greet the swimmers as they arrive and hand them each an index card that indicates the events they are swimming that night. The Sign-In Volunteers also hands out the nametags to check in volunteers for the meet. 30 minutes prior to meet start, the Sign-In Volunteers hand the cards that have not been distributed, to the Computer Data Entry Volunteer who will delete those swimmers from the meet.

The Sign-In Volunteer position was added in 2005 when GRAL instituted a mandatory check-in of all swimmers before meet start. Another GRAL rule is that nothing may be written on the swimmers' bodies (with the exception of event numbers on their hands) as the ink was ruining some of the pool chairs.

Beginning in 2012, Sign-In Volunteers either work as Recall Rope or Head Relay Parent in the same meet (i.e. this is not treated as a separate position).

Note that at away meets, the Computer Rep will manage the sign-in process.

### **Recall Rope Volunteer**

***2 needed for each home meet, half meet***

***=1 meet slot***

***Team: Timer***

***Arrival time: 4:00 for sign-in***

The Recall Rope Volunteer sits in a chair near the starter and pulls the recall rope if there is a false start.

Beginning in 2012, Recall Rope Volunteers work as Sign-In Volunteers in the same meet.

### **Referee**

***TRAINED POSITION***

***Need to retrain yearly, including Strokes and Turns***

***=2 meet slots***

***Team: Referee***

***Arrival time: 5:00***

The Referee has full authority over all officials and shall assign and instruct them, shall enforce all applicable rules, and shall decide all questions relating to the actual conduct of the meet. The Referee has the final word on swimmer disqualifications and is responsible for meeting with and overseeing all officials. The Referee must remain on deck through the course of the meet. The Referee shall have final say in all disputes. Therefore, the Referee shall remain until the last event has been scored.

The Referee candidate must have worked four full meets (8 halves) in the last four years as a Strokes & Turns Judge prior to becoming a Referee and must have worked as a Strokes & Turns Judge or a Starter for the consecutive two years, prior. The Referee shall successfully pass the League tests in Clerk of Course, Starter, Strokes & Turns Judge, and Referee once every year. The Referee Trainee shall walk at least one half of a meet as a Starter and one half of a meet as Clerk of Course unless he/she is already certified in either one of these two positions. The Referee Trainee shall also walk at least one full meet as a Referee.

The Referee should not volunteer for another position in the same meet.

### **Ribbons Volunteer**

***1 needed for each, half meet***

***=1 meet slot***

***Team: Computer***

***Arrival time: Event 28***

Each team provides one Ribbons Volunteer in the second half of the meet to apply the identification stickers to the ribbons and file them in their own team's box. The Head Table Worker will supply the Ribbons Volunteer with ribbons and the ribbons box. The ribbons are provided by the home team for both teams during the meet.

The Ribbons Volunteer may volunteer for another position in the other half of the same meet.

### **Runner**

***4 needed for each home meet, half meet***

***=1 meet slot***

***Team: Referee***

***Arrival time: 1<sup>st</sup> Half – 5:50; 2<sup>nd</sup> Half – Event 26***

The home team provides two Runners per each half meet. One Runner is responsible for collecting the timer papers after every even event from each lane and giving them to the table workers. The other Runner collects the swimmer disqualification cards from the Strokes and Turns Judges, delivers them to the Referee for signature, and then takes them to the table workers. Despite the name, Runners don't actually "run" on the pool deck because that would be dangerous, but they do need to move quickly. The Referee will give on-the-spot training and direction to Runners. Runners are provided with a flashy vest to wear if desired.

The Runners may volunteer for another position in the other half of the same meet.

### **Set-Up Volunteer**

***3 needed for each home meet, prior to meet start***

***=1 meet slot***

***Team: Meet Director***

***Arrival time: 4:00***

The Set-Up Volunteers work with the Meet Director to make sure the pool is set up for the meet. The position involves heaving lifting as chairs, tables, our sound system, and buckets of cement must be moved. The Meet Director will give on-the-spot training and direction to Set-Up personnel.

Set-Up Volunteers may volunteer for another position in the same meet.

### **Starter**

***TRAINED POSITION***

***Need to retest every other year (as long as 2 halves are worked each year)***

***2 needed for each home meet, half meet***

***=1 meet slot***

***Team: Referee***

***Arrival time: 5:30***

The Starter starts each event with an electronic starter provided by the team and therefore sets the pace of the meet. A whistle should be available in the case that the electronic starter fails so as not to delay the meet. Often the away team will bring their starter mechanism as a backup. The Starter works with the Referee and Meet Director to keep meet delays to a minimum. Referees have the option to signal the beginning of each event, or to leave that up to the Starter; the Starter works with the Referee to determine the method that will produce the most successful meet. If a swimmer false starts, the Starter gives the signal and activates the recall rope. A swimmer who false starts twice in the same race will be disqualified by the Referee upon mutual agreement between the Starter and the Referee. The Starter is responsible for making sure the electronic starter is charged and ready for each meet, and bringing it to away meets. Beginning in the 2008 season, flyover starts will be used for swimmers 9 and older. With flyover starts, the previous heat/event stays in the water and the current heat/event dives over them to start. Then the previous heat/event exits the water, thus taking less time overall

The Starter candidate takes a GRAL administered Starter Class at the beginning of the season. After passing the test, s/he then walks a first and a second half as Starter. To maintain certification, s/he must work two halves a season and pass the test every other year. Otherwise s/he must take the class again, but not walk again.

The Starter should not volunteer for another position unless splitting the shift.

## **Strokes and Turns Judge**

### ***TRAINED POSITION***

***Need to retrain every other year***

***4 needed for each meet, half meet***

***=1 meet slot***

***Team: Referee***

***Arrival time: 5:30 (or in time for the Referee meeting)***

Each team provides two Strokes and Turns Judges for each half of the meet. Four or more Strokes and Turns Judges are positioned around the pool to determine if swimmers are swimming their strokes correctly and in the right order. When a judge determines a swimmer has committed an infraction, s/he raises his/her hand and writes up and signs a card explaining what happened and gives it to the runner who takes it to the Referee for approval. No prior swimming experience is needed to become a Strokes and Turns Judge as GRAL provides the necessary training.

The Strokes & Turns candidate takes a GRAL administered Strokes & Turns Class at the beginning of the season. After passing the test, s/he then walks three halves at Strokes & Turns – actually making calls during the third walk (new in 2016). The candidate must walk specific halves to see all strokes – a first half, a second half, and the first half of an even (medley) meet. To maintain certification, s/he must work two halves a season and take the class every other year. Otherwise s/he must take the class again, but not walk again.

The Strokes and Turns Judge may volunteer for another position in the other half of the same meet.

### **Table Worker**

***4 needed for each home meet, half meet***

***4 needed for each away meet, half meet***

***=1 meet slot***

***Team: Computer***

***Arrival time: 6:00***

Table Workers check DQ cards as they come in from the Runner to ensure they are signed by both the Strokes and Turns Judge and the Referee. If not, the card is returned to the Referee for the final decision. Cards are then matched with a name on the timer sheets, marked with that name, and put in an envelope for the coaches.

Table Workers receive the timer sheets from the Runner, cut them in half to separate the boys events from the girls, and circle the median time or average the times if only two are listed. They also mark the swimmers who did not swim as "No Shows" (NS) and those that are disqualified (DQ). Timer sheets are then put in lane order and sent to the Computer Data Entry Volunteer.

The Head Table Worker will give on-the-spot training and direction to Table Workers.

Table Workers may volunteer for another position in the other half of the same meet.

### **Take-Down Volunteer**

***3 needed for each home meet, after meet end***

***=1 meet slot***

***Team: Meet Director***

***Arrival time: End of meet***

The Take-Down Volunteers work with the Meet Director to make sure the pool is ready for guests the next day. This includes putting chairs and tables away, making sure the area is clean, making sure the bathrooms are straight and mopping their floors, and removing the trash in the pool and concessions areas. These volunteers are not needed until the very end of the meet, which varies by meet and thus is perfect for individuals who work late. The Meet Director will give on-the-spot training and direction to Set-Up personnel.

Take-Down Volunteers may volunteer for another position in the same meet.

### **Timer**

**12 needed for each home meet, half meet**

**9 needed for each away meet, half meet**

**=1 meet slot**

**Team: Timer**

**Arrival Time: 1<sup>st</sup> half – 5:40; 2<sup>nd</sup> half – Event 26**

Timers meet with the Head Timer 20 minutes prior to meet start to make sure they understand their assignments and have all questions answered. There are three timers per lane (alternating, one from one team and two from the other – one from each team in tri-meets). The three Timers in each lane designate one Timer to write the swimmers' times on the clipboard. Prior to the race, a Timer should ask the swimmer his/her name to make sure it matches the sheet. At the start of each race the Starter activates a mechanism that emits a horn-type sound (for the swimmers to hear) and a light (for the Timers to watch, as this is the most accurate way). As the light flashes, each Timer starts his/her watch. If a watch malfunctions, the Timer raises his/her hand and receives another watch from the Head Timer. When the swimmer touches the wall, the Timer stops his/her watch. Then the recording Timer writes all three times on the correct spaces on the timer sheets on the clipboard. S/he then initials the timer sheet. A runner will collect the timer sheets after every even event. The Head Timer will give on-the-spot training and direction to Timers. Note that Timers may be given 2 watches so that it is easier to record times as races move quickly.

Timers may volunteer for another position in the other half of the same meet.

### **Water Delivery**

**2 needed for each home meet, whole meet**

**=2 meet slots**

**Team: Concessions**

**Arrival time: 6:00**

The Water Delivery Volunteer delivers water to volunteers who are unable to leave their designated areas on an as-needed basis.

The Water Delivery Volunteer should not volunteer for another position in the same meet.