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| Position | Duties | Special Instructions | |
| Lane Timers | There are 2 timers per lane. One timer is responsible for operating the finish button and stopwatch to record a swimmer’s time. The second timer will record stopwatch time on the timer sheet. |  | Alert Head timer of a bad stopwatch start.  Move to get edge of the pool to get a clear view of the swimmer’s finish. |
| Head  Timer | Responsible for starting two stopwatches at the beginning of each heat as a backup for lane timers. |  | Look for timers in need of assistance after the start of each heat. |
| Order of Finish “Sweeps” | Records the order of finish for each heat and records on meet program. |  | Deliver meet program to Meet Referee at the end of the session. |
| Runner (Timers) | Collect initial DQ slips and lane timer sheets at the conclusion of each event. |  | DQ slips go to Meet Referee and timer sheets to computer scorer. |
| Runner (Awards) | Responsible for getting the printed award labels from the computer scorer. Delivers confirmed DQ slips from Meet Referee to head coaches. |  | Check with Meet Referee at the end of each event. |
| Runner (Results) | Responsible for collecting results from computer scorer and posting to the result wall. |  | Result wall is in hallway between locker rooms and gym. Organize results in event order, as listed on printouts. Notify announcer after each post. |
| Runner (Hospitality) | Responsible for assisting hospitality workers with any needs. |  | Make rounds to meet workers and coaches offering drinks and food. |
| Awards (Ribbons/ Medals) | Responsible for placing award labels on MCAL awards and filing awards in appropriate team bags. |  | Coordinate with awards runner for any needs. |
| Awards (Heat Winners) | Responsible for passing out heat winner ribbons at the conclusion of each heat. |  | Stand at the finish end and watch heats. Look to score board for confirmation and if necessary give out two ribbons. |
| Clerk of Course (Announcer) | Located in gym.  Announces three calls for athletes to report to check-in at clerk of course. Announce the location of check-in.  Announce the posting of event results when complete. |  | “First call for (Event #) (Gender) (Race Description)”…. Second call….. Final call.  NOT RESPONSIBLE FOR RELAYS. |
| Clerk of Course (Check-In) | Located in back hallway.  Responsible for calling names and sending athletes to line up area. |  | Announce event description, then heat number, and finally call for individual athletes by lane assignment.  NOT RESPONSIBLE FOR RELAYS. |
| Clerk of Course (Line Up) | Located on the pool deck near the deep end.  Responsible for keeping athletes in heat order and keeping up with the flow of the meet. |  | Communicate with announcer, check-in and delivery to keep meet flowing smoothly.  NOT RESPONSIBLE FOR RELAYS. |
| Clerk of Course (Delivery) | Guide athletes behind the blocks and line up heats in correct lanes. |  | Keep athletes with their heats. Line up 3-4 for 25’s and 2-3 heats for 50s or 100’s.  NOT RESPONSIBLE FOR RELAYS. |