

RULES AND RESPONSIBILITIES

Meet Job Assignments

EFFECTIVE IMMEDIATELY

REQUIREMENT:

EACH FAMILY IS REQUIRED TO VOLUNTEER AND WORK THE FOLLOWING NUMBER OF ASSIGNMENTS:

- **TWO (2)** – RED, WHITE AND BLUE MEET
- **THREE (3)** - BLUE AND GOLD MEET
- **FOUR (4)** - TRIAL AND FINALS MEET.

ASSIGNMENTS WILL BE POSTED ON TEAM UNIFY UNDER EACH MEET SESSION. SIGN UP IS ON FIRST COME FIRST SERVE BASIS. ADJUSTMENTS MAY BE MADE PRIOR TO THE MEET BASED ON FINAL SIGN UP NUMBERS. **NOTE: WORK IS REQUIRED EVEN IF YOUR CHILD IS NOT SCHEDULED TO SWIM.** A \$50 FEE WILL BE ASSESSED BY THE BOARD FOR EACH NON WORK ASSIGNMENT. YOU MUST WORK THE FULL TIME PRESCRIBED BELOW OR FIND SOMEONE TO REPLACE YOU. IF YOU HAVE AN EMERGENCY OR CAN NOT FIND AN OPEN JOB ASSIGNMENT PLEASE CONTACT YOUR COACH OR JEFF FRIESE.

AVAILABLE MEET SESSIONS:

- RED WHITE AND BLUE = 4 SESSIONS (2 SAT AND 2 SUN)
- BLUE AND GOLD MEET = 5 SESSIONS (1 FRI, 2 SAT AND 2 SUN)
- TRIAL AND FINALS MEET = 7 SESSIONS (1 FRI, 3 SAT AND 3 SUN)

JOB ASSIGNMENTS AND DESCRIPTION:

Admissions: Collect admissions and hand out programs at main entrance. Arrive 45 minute prior to session warm up. Board Contact: Jeff Friese or Lynn Wurster.

Morning Prep: Arrive one hour prior to warm up (approx 600am). Assist in setting up concessions and hospitality. Butter bagels, stock food, coffee, etc. Board Contact: Kerry German or Jamie Bunch.

Concessions: Run concessions from warm-ups through end of each session. Assist in clean up at end of afternoon session. Work includes food prep and cashier. Board Contact: Kerry German or Jamie Bunch.

Hospitality: Responsible for coach and officials room. Two positions offered one for morning and one for the afternoon session. For the trial and finals meet three (3) separate positions will be offered (one for breakfast, lunch and dinner). Morning hospitality will assist in lunch prep. Arrive 630am for morning hospitality and 1100am for afternoon prep. Board Contact: Kerry German or Jamie Bunch.

Timers: Arrive 30 minutes prior to start of each session for officials meeting/instructions. Timers will be called to deck for this meeting 15 min prior to start of session by the officials. Work stop watch at start and finish and push button at finish for each race in a session. We will attempt to have two timers per lane and adequate backup to give each lane a short break. Record time on heat sheets provided. Acknowledge swimmers and record missing swimmers. Refreshments will be provided throughout the session. Board Contact: Pat Kavanagh (Meet Director).

Meet Marshal: Responsible for deck activities. Meet marshal must enforce warm up procedures. You have the authority to warn and have removed with approval from referee and meet director swimmers or anyone that is using foul language and or behaving in a disorderly manner. Inspect rest rooms for misbehavior. Board Contact: Pat Kavanagh (Meet Director).

Awards: Work in back room and label bag tags with print out from meet director throughout the session. Assist the runner in posting times. Board Contact: Jeff Friese.

Runner: Tape meet results to public locations (2 locations) once printed from meet operations. Work the entire session. Board Contact: Jeff Friese.

IF YOU HAVE ANY QUESTIONS DURING THE MEET PLEASE CONTACT THE BOARD CONTACT LISTED ABOVE.