

River City Swim League Championship Job Responsibilities

Chief Timer

- Supervise timers on pool deck during meet and check-in and assist new timers at shift change.
- Provide back-up watches.
- The Chief Timer or their designee must remain on the pool deck at all times during the meet.
- Arrive 30 minutes prior to the start of each day's events to organize watches, clipboards, paperwork, timers etc.

Chief of Scoring

- Organize the score room into groups for computer input, scoring, writing ribbons and medals.
- Provide result sheets and accumulate high point totals.
- The Chief of Scoring or designee should remain in the score room during the entire meet.
- Arrive 1 hour prior to the start of the first day's events
- Arrive 30 minutes prior to the start of the events for the remainder of the days.

Chief Clerk of the Course

- Organize and set-up the area for the Clerk of the Course.
- Organize swimmers in their order of lanes and heats.
- In eight and under events, assist swimmers to proper lane.
- In eight and under relays, position swimmers at the proper end of the pool and in proper position for his/her stroke.
- The Chief Clerk of the Course or his/her designee should remain in the Clerk of the Course area during the entire meet.
- Arrive 30 minutes prior to the start of each day's events to organize area and workers.

Chief Meet Marshall

- In charge of grounds security
- Check grounds, bathrooms and tent area hourly.
- Arrive on pool deck 15 minutes prior to each shift change to insure runners are properly relieved and to instruct new runners.
- Arrive 30 minutes prior to the start of each day's events to organize his/her duties.

Chief Stroke & Turn Judge

- With the assistance of the Meet Manager, select and supervise Stroke & Turn Judges.
- Organize and oversee a work schedule and rotation of Stroke & Turn Judges.
- Arrive 30 minutes prior to the start of each day's events to organize paperwork and judges.

Chief Runner and Heat Ribbons

- Make sure all paperwork from the pool deck is collected and delivered to the score room.
- Pick up swimmer's cards from timers.
- Pick up Colorado tape and DQ slips from Colorado station.
- Distribute heat winner ribbons.

Heat Sheet Sales

- Set up table for sale of heat sheet booklets. Turn in receipts to League Treasurer or League Board member.

Hospitality

- Provide refreshments to all officials, coaches, workers and volunteers.
- Maintain refreshments in hospitality area. Ensure water and ice is received daily from each team.
- Deliver beverages to all workers on pool deck "hourly".