

Roswell Rapids – Volunteer Roles

Supervise Movement of Swimmers :

Movement of Swimmers

Bullpen

(Can be new)



- ✓ Supervise swimmers at all times
- ✓ Mark arms
 - Event Heat Lane Stroke
- ✓ Stay in bullpen at all times
- ✓ Assist attendance & line-ups
- ✓ Assist swimmers to be ready
- ✓ Ensure swimmers are in bullpen ≥ 3 events before
- ✓ 2nd-Half to return supplies & equipment as designated by the Meet Manager

Relay Coordinator

(Experienced)



- ✓ Gather relay swimmers from bullpen
- ✓ Assemble relay teams in line-up order
- ✓ Deliver to appropriate Holding Area
- ✓ Ensure arrival 2 events before
- ✓ Coordinate with Holding Area
- ✓ Support Holding Area & Deck Manager

Swimmer Holding Area

(Experienced)



- ✓ Ensure swimmers are in line-up order
- ✓ Supervise swimmers – maintain order
- ✓ Stay in Holding Area
- ✓ Support and coordinate with the Deck Manager
- ✓ Assist movement of swimmers

Deck Manager

(Experienced)



- ✓ In charge of the Ready Area
- ✓ Ensure each swimmer is informed
- ✓ Ensure each swimmer is in place

Coordinate Data:

Bullpen Coordinator (Experienced)



- ✓ Verify attendance
- ✓ Coordinate with coaches & computer team
- ✓ Monitor meet progression
- ✓ Ensure line-ups ≥ 3 events before
- ✓ Assist Deck Manager with line-ups



Information and Coordination

STORM? Leave the deck!!

Don't distract the coaches
Need help? See _____

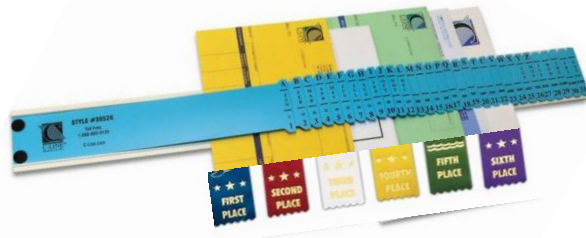
Line-up Order for 100-Yard Relays:
2, 4 – Start side away from Judges
1, 3 – Start side same side as Judges

Medley Relay (MR):
Back Breast Fly Free

Individual Medley (IM):
Fly Back Breast Free

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- ✓ Coordinate with Holding Area & Coaches



Ribbons

During 2nd half of meet, as finish information becomes available

- ✓ Place label stickers on appropriate ribbons
- ✓ Sort by family last name
- ✓ Place into the proper file for that family

Unlike other positions, most of this work occurs in the 2nd half, through the end of the meet and occasionally will need to be completed Friday morning. Ribbons are distributed at Friday practice.

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Tent Pickup & Delivery & Return – Away Meets only

- ✓ Transport eight (8) foldable tents
- ✓ Be capable of heavy lifting in order to load the tents
- ✓ Must arrive at Roswell Pool for pick-up no later than 3:15 pm to pick up & load tents
- ✓ Deliver tents to Away Meet
- ✓ Help unload to visitor bullpen area
- ✓ Fold, load, and return tents after meet

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Announcer (home meets only)

- ✓ Announces via microphone
 - ✓ Which events are currently swimming
 - ✓ Which events are behind the blocks next in line to swim
 - ✓ Which events are in the holding area ready to move to the blocks

- ✓ Is also responsible for changing the event & heat board to reflect the current event being swum.

- ✓ Is responsible for announcing winners of contests

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Timer

- ✓ Each team shall provide two timers for each of their team's lanes.
 - ✓ In a five-lane pool the home team will provide two timers for the fifth lane.
- ✓ One timer will operate the watch.
- ✓ The other timer will record the times on the lane timer worksheet.
- ✓ In all events, at all times, the timer must have a clear view of the race and finish line .
- ✓ The timer shall look at the starter's gun and start the watch at the instant of the flash or smoke of the gun or starting device.
- ✓ The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool as defined by the USS rulebook.
- ✓ The second timer shall record times on the timer's worksheet and communicate these times to the master recorder who shall record them on the score sheet.
- ✓ Timers may be needed to help the smaller swimmers out of the pool.
- ✓ 2nd half timers are also responsible for returning all timing equipment & supplies to an area designated by the Judges & Timers coordinator.

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Judges & Timers Coordinator (home meets only)



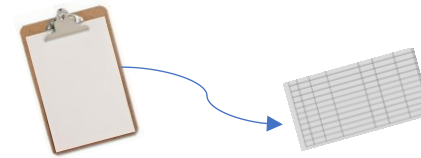
- ✓ Interfaces with the Meet Starter as required
 - ✓ Is responsible for coordinating and overseeing the timing / judging area of the meet
 - ✓ Hosts the judges & timers meeting
 - ✓ Designates lane assignments
 - ✓ Distributes equipment and supplies including lane sheets
 - ✓ Backs up any timer or judge who requires temporary relief of their position
 - ✓ Ensures all equipment & supplies are accounted for at the conclusion of each meet
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Place Judge

- ✓ Each team shall provide a Place Judge.
- ✓ In an 8-lane pool a third Finish Judge will be used to cover all non-scoring places.
- ✓ The Judges must in all events and at all times command a clear view of the race and finish line.
- ✓ Judges shall not serve as Timers in the same race.
- ✓ The Judges are to **judge the place finishes** as they see them.
- ✓ The Judges are to write the place finish on their updated copy of the meet program.
- ✓ The Judge's Recorder at the end of the race will copy that order of finish on the UK Judges Placing Form.
- ✓ The Place Judges override the electronic times; and, the Starter/Referee overrides the Place Judges if there is a dispute.
- ✓ In the event there is a third Finish Judge, then the first 2 judges will be responsible for all scoring places plus one place. The third judge will be responsible for the remaining non-scoring places. To avoid confusion, it is advised that only 6 lanes be swum in an 8-lane pool during the scoring heat. The home team should provide the third-place Finish Judge.



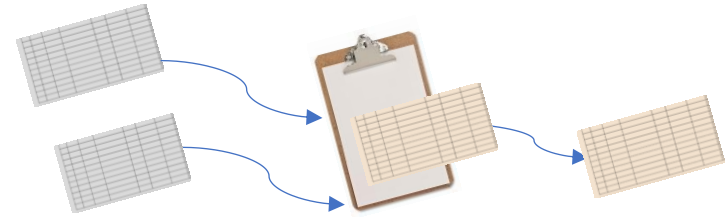
Judges Recorder (home meets only)



- ✓ The home team will supply a Judge's Recorder.
- ✓ This person will be given a separate copy of the UK Judges Placing Form and will be placed behind the Place Judges.
- ✓ When the race is finished and the Judges and Starter/Referee have ruled on the place finishes, the Judges Recorder will record the places in the appropriate block on the UK Judges Placing Form.
- ✓ For swimmers who have been disqualified by the Starter/Referee, the Judge's Recorder will write "DQ" in the place block for that swimmer.
- ✓ The Judge's Recorder then passes the **completed UK Judges Placing Form** to the Master Recorder.
- ✓ The Judges Recorder has no say in the order of finish and should not attempt to influence the Place Judges.

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Master Recorder

- ✓ Each team will provide a Master Recorder.
- ✓ The master recorder collects the UK Judges Placing Form from the Judge's Recorder when the event is complete and all places have been recorded.
- ✓ The master recorder will then go to each lane and record each swimmer's time in the Time Column of the UK Judges Placing Form as noted by the recording timer.
- ✓ With all places and times recorded, the master recorder will deliver the completed UK Judges Placing Form to the scoring table either directly or via the runner. Each team can alternate this job for each race.

Runner (*home meets only*)



- ✓ The home team shall provide a minimum of one runner at all times during the meet.
- ✓ Collect the UK Judges Placing Sheet from the Master Recorder.
- ✓ Take the UK Judges Placing Sheet promptly to the Scorer's table.
- ✓ The Runner role is not needed if the scoring table is in close enough proximity that the Master Recorders can deliver the score sheet without slowing the meet.

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Concessions (home meets only)

- ✓ The Concessions Volunteers work as directed by the Concessions Manager in the area designated by that manager.
- ✓ This position may be responsible for handling cash transactions.
- ✓ Some lifting may be required.
- ✓ This position is staffed for home meets only.

Roswell Rapids – Volunteer Roles



ASA Division & Finals Championship Volunteer

The Rapids must provide volunteers for our league championships at Georgia Tech. The number and type of volunteer jobs vary person season, and they usually include timing, awards room, security/ushering, and bullpen.

For the 2018 season, you must be available on the afternoon of

_____, at Georgia Tech for our ASA Divisional Meet and

_____ for our ASA Finals Meet.

These volunteer jobs are located quite a distance away from spectator seating.

If you have small children that are not competing at the meet (i.e. that are not being watched by the coaches in the Rapids team bullpen), you will need to bring adult supervision for them while you volunteer.

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