|  |  |
| --- | --- |
| **Position** | **9:00 am – End** |
| **Announcer** | **WR:** |
| **Back up Announcer** | **NYC:** |
| **Starter** | **WR:** |
| **Back up Starter** | **NYC:** |
| **Lead Official** | **WR:** |
| **Back up lead official** | **NYC:** |
| **Stroke & Turn Judge** | **NYC:** |
| **Stroke & Turn Judge** | **HW:** |
| **Back up Stroke and Turn Judge** | **WR:** |
| **Relay Exchanges** | **1. WR:**  **2. HW:**  **3. NYC:**  **4. WR:** |
| **Ribbons**  (Please plan to stay 30 minutes past end of meet) | **WR:** |
| **Ribbons**  (Please plan to stay 30 minutes past end of meet) | **HW:** |
| **Data Entry** | **1. WR:**  **2. WR:**  **3. WR:** |
| **Staging of Swimmers** | **1. HW:****2. NYC:****3. WR:** **4. HW:**  **5. NYC:**  **6. WR:** |
| **Staging of Swimmers-Relay Assistance; 8& Unders to Shallow End** | **HW:** **WR:**  **NYC:** |

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| **Selling Heat Sheets** | **WR 7:30 a.m.:** |
| **Selling T-shirts** | **1. WR 7:30 a.m.:**  **2. WR 7:30 a.m.:** |
| **Concessions Set Up** | **2. WR 7:30 a.m. :**  **3. WR 7:30 a.m.:** |
| **Concessions** | **1. NYC:**  **2. WR:**  **3. HW:**  **4. HW:** |
| **Card Runner** | NYC: |
| **Heat Winner Ribbon/Candy Distribution** | WR (3): |

|  |  |
| --- | --- |
| **Timers-** Lane Assignment | 9:00 am – End |
| **Lane 1** | **WR:** |
| Lane 1 | **HW:** |
| Lane 1 | **NYC:** |
| **Lane 2** | **WR:** |
| Lane 2 | **HW:** |
| Lane 2 | **NYC:** |
| **Lane 3** | **WR:** |
| Lane 3 | **HW:** |
| Lane 3 | **NYC:** |
| **Lane 4** | **WR:** |
| Lane 4 | **HW:** |
| Lane 4 | **NYC:** |
| **Lane 5** | **WR:** |
| Lane 5 | **HW:** |
| Lane 5 | **NYC:** |
| **Lane 6** | **WR:** |
| Lane 6 | **HW:** |
| Lane 6 | **NYC:** |
| Emergency Subs | **NYC** :**HW:****WR:** |

|  |  |
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| Extra back up | **WR:** |
| Extra back up | **HW:** |

**Additional Volunteer Assignments**

|  |  |
| --- | --- |
| **Job** | **2016** |
| Set up & Clean up | WR |
| Officials | HW |
| Concessions | WR |
| Coaches’ Hospitality | WR |
| Coffee | WR |
| Change for Sales | WR |
| Starting System | WR |
| Starting System back up | HW |
| Computer Supervisor | WR |
| Computer | WR |
| Computer Back up | HW |
| Printer | WR |
| Printer Back up | NYC |
| Labels for ribbons | WR |
| Heat Sheets | WR |
| \*Wireless Microphone | NYC |
| Flip Charts | WR |
| Clipboards | WR |
| Cash Boxes | WR |
| T-shirt Pickup | WR |
| Ribbon/Medal Pickup | WR |

**Warm up Schedule**

**7:45−8:15** WR **8:15−8:45** NYC & HW

|  |  |  |
| --- | --- | --- |
| **Team** | **Volunteer Coordinator (name and email)** | **Relay Coordinator** |
| HW |  |  |
| NYC |  |  |
| WR |  |  |

**Number of heat sheets needed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team** | **Coaches** | **Vol. Coord.** | **Rel. Coord.** | **Deck Parents** |
| HW |  |  |  |  |
| NYC |  |  |  |  |
| WR |  |  |  |  |