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| Document | **Bullpen -- NSC Job Description** |
| Version | 3.0 |
| Date | June, 2014 |

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| Job Name | **Bullpen** |
| Summary | Place swimmers in heats/lanes, by event, by age group/gender, escort to pool and lane. |
| Pre-Meet | □ Decide on logistics depending on venue; ensure wet and dry swimmers are following different paths (in and out designations)  □ Arrange bleachers in the gym to accommodate the heats for the girls and boys.  □ Use blue painters tape on the bleachers to designate the lane for each heat  □ Be sure chairs are set up on deck in groups of eight and have enough chairs to handle a minimum of four heats of swimmers  □ Prepare signs for traffic control  □ Make arrangements to use the loudspeaker system in the gym  □ Set up team area/cafeteria with flip chart/whiteboard/chalkboard for events  □ Assign roles to each volunteer worker. You need a large group in the gym, a group to take the swimmers from the gym to the deck and a group on the deck to get the swimmers to the blocks  □ Meet with all volunteer workers to ensure everyone is aware of their role  □ Explain what the volunteer workers will need to do in the scratch meeting  □ Make sure each volunteer worker has a pen and a bullpen heat sheet for the scratch meeting |
| During Meet | □ Designate Bullpen lead, if not yourself, ensuring all workers are aware of lead.  □ Bullpen lead and additional workers must attend the scratch meeting to update heat sheets; ensure that these marked up sheets are passed to Session B workers  □ Use loud speaker to announce events – 1st call, 2nd call, last call  □ Line up swimmers early in prestaging area  □ Announce that first two events will line up on deck, NOT in the bullpen  □ Ensure swimmers are lined up according to lane assignments  □ Move swimmers along staging route on to pool deck as space becomes available  *These are only general guidelines; bullpen lead should use logistics at their discretion that ensures the efficient flow and control of swimmers so as not to delay the meet.* |
| Post-Meet | □ Clean up any tape and signs used for traffic control |
| Supplies | □ 2 bullhorns  □ High school speaker system in the gym  □ Blue painters tape  □ 2-3 event flip charts/whiteboard/chalkboard  □ Signs to control traffic flow (in/out)  □ Optional, material to rope off entry and exit paths into and out of the bullpen |