

Document	<b>Bullpen -- NSC Job Description</b>
Version	3.0
Date	February 9, 2020

Job Name	<b>Bullpen</b>
Summary	Place swimmers in heats/lanes, by event, by age group/gender, escort to pool and lane.
Pre-Meet	<ul style="list-style-type: none"> <li><input type="checkbox"/> Decide on logistics depending on venue; ensure wet and dry swimmers are following different paths (in and out designations)</li> <li><input type="checkbox"/> Arrange bleachers/chairs in the gym to accommodate the heats for the girls and boys.</li> <li><input type="checkbox"/> Use blue painters tape on the bleachers/chairs to designate the lane for each heat</li> <li><input type="checkbox"/> Prepare signs for traffic control</li> <li><input type="checkbox"/> Make arrangements to use the loudspeaker system in the gym</li> <li><input type="checkbox"/> Set up team area/cafeteria with flip chart/whiteboard/chalkboard for events</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Meet with all volunteer workers to ensure everyone is aware of their role</li> <li><input type="checkbox"/> Explain what the volunteer workers will need to do in the scratch meeting</li> <li><input type="checkbox"/> Make sure each volunteer worker has a pen and a bullpen heat sheet for the scratch meeting</li> </ul>
During Meet	<ul style="list-style-type: none"> <li><input type="checkbox"/> Designate Bullpen lead, if not yourself, ensuring all workers are aware of lead.</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Use loud speaker to announce events – 1<sup>st</sup> call, 2<sup>nd</sup> call, last call</li> <li><input type="checkbox"/> Line up swimmers early in pre staging area</li> <li><input type="checkbox"/> Announce that first two events will line up on deck, NOT in the bullpen</li> <li><input type="checkbox"/> Ensure swimmers are lined up according to lane assignments</li> <li><input type="checkbox"/> Move swimmers along staging route on to pool deck as space becomes available</li> </ul> <p><i>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.</i></p>
Post-Meet	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clean up any tape and signs/tape used for traffic control</li> </ul>
Supplies	<ul style="list-style-type: none"> <li><input type="checkbox"/> 2 bullhorns</li> <li><input type="checkbox"/> High school speaker system in the gym</li> <li><input type="checkbox"/> Blue painters tape &amp; Black Sharpies</li> <li><input type="checkbox"/> 2-3 event flip charts/whiteboard/chalkboard</li> <li><input type="checkbox"/> Signs to control traffic flow (in/out)</li> <li><input type="checkbox"/> Optional, material to rope off entry and exit paths into and out of the bullpen <ul style="list-style-type: none"> <li><input type="checkbox"/> Pens &amp; heat sheets</li> </ul> </li> </ul>