

Document	Bullpen -- NSC Job Description
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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	<ul style="list-style-type: none"> <input type="checkbox"/> Decide on logistics depending on venue; ensure wet and dry swimmers are following different paths (in and out designations) <input type="checkbox"/> Arrange bleachers in the gym to accommodate the heats for the girls and boys. <input type="checkbox"/> Use blue painters tape on the bleachers to designate the lane for each heat <input type="checkbox"/> 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 <input type="checkbox"/> Prepare signs for traffic control <input type="checkbox"/> Make arrangements to use the loudspeaker system in the gym <input type="checkbox"/> Set up team area/cafeteria with flip chart/whiteboard/chalkboard for events <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 <input type="checkbox"/> Meet with all volunteer workers to ensure everyone is aware of their role <input type="checkbox"/> Explain what the volunteer workers will need to do in the scratch meeting <input type="checkbox"/> Make sure each volunteer worker has a pen and a bullpen heat sheet for the scratch meeting
During Meet	<ul style="list-style-type: none"> <input type="checkbox"/> Designate Bullpen lead, if not yourself, ensuring all workers are aware of lead. <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 <input type="checkbox"/> Use loud speaker to announce events - 1st call, 2nd call, last call <input type="checkbox"/> Line up swimmers early in prestaging area <input type="checkbox"/> Announce that first two events will line up on deck, NOT in the bullpen <input type="checkbox"/> Ensure swimmers are lined up according to lane assignments <input type="checkbox"/> Move swimmers along staging route on to pool deck as space becomes available <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"> <input type="checkbox"/> 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