

Marlins Volunteer Positions

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Category Coordinator Responsibilities

The category coordinators, who have service duty assignments in their category, will play an active role in the management of the service assignments for their category. The responsibilities are outlined below.

During Marlin Mania and Subsequent Meets

- 1) Each coordinator will maintain an assignment sheet that indicates the name of the coordinator (or delegate) and the location where the coordinator (or delegate) can be found by the parents during the swim meet. This should facilitate check-in with the coordinator.
- 2) The parents will locate the coordinator and the coordinator will review the roles and responsibilities for the assignment. Each coordinator will keep a copy of the assignment sheet for their category with them and the coordinator should initial when a parent checks in with them.
- 3) After the parent completes their assignment for the day, the coordinator will initial a second time by the parent's name.
- 4) In the event a parent has arranged a substitute for the day, please note the name of the substitute. The substitute will receive credit for their service that day. The parent who arranged the substitute will not be penalized nor will they receive credit. Instead it will be noted in their file that they must sign up for an additional service assignment before their swimmer will be allowed to participate in the additional meets.
- 5) In the event a parent does not show up to fulfill an assignment and has not arranged for a substitute, it is up to the coordinator to find another parent to fill-in for the missing parent. Please be sure to note the name of any parents that fill-in on this basis as they will receive credit for their service that day.

After Marlin Mania and Subsequent Meets

- 1) Each coordinator will be expected to provide a list of who worked assignments in the last event and will email the information to the Volunteer Coordinator.
- 2) Each coordinator will also prepare and email the Volunteer Coordinator a summary for the last event of:
 - a) parents who arranged for substitutes along with the name of the substitute
 - b) parents who did not fulfill an assignment
 - c) parents who served as "fill-ins"
- 3) Each coordinator will advise the Volunteer Coordinator of any new assignment registrations entered during practice during the week.

Volunteer Coordinator Responsibilities

During Swimmer and Parent Registration

- 1) The Volunteer Coordinator will obtain swimmer and parent information from the team registrar.
- 2) The Volunteer Coordinator will review the list and attempt to secure Category Coordinators for those categories still needing one.
- 3) The Volunteer Coordinator will insure the website is ready and that the volunteer registration is functioning.
- 4) The Volunteer Coordinator will review the website content with each category coordinator.
- 5) The Volunteer Coordinator will be present at the parent orientation sessions to review the parent accountability model, introduce the category coordinators and answer any questions that might come up.
- 6) The Volunteer Coordinator will insure the email address (volunteer@thewoodlandsmarlins.org) is functioning and ready to receive emails.
- 7) The Volunteer Coordinator will consolidate the information from the website volunteer reports and prepare the “not eligible to swim” list and communicate same to the coaches.
- 8) The Volunteer Coordinator will ensure that the parents of those swimmers who are not eligible to swim will have an opportunity to sign up for service duties at each meet. If a swimmer becomes eligible to swim, the Volunteer Coordinator will notify the Head Coach, Clerk of Course and Team Representative of any such changes.
- 9) The Volunteer Coordinator will review any special circumstances related to parent service obligations and make decisions concerning swimmer eligibility.
- 10) The Volunteer Coordinator will be responsible for any special communications with parents on issues related to fulfillment of service obligations.

The following sections are descriptions of the roles and responsibilities for the various service positions:

Age Group Parents

The age group parents are responsible for organizing swimmers of the same gender and age group (e.g. girls 9 – 10) and making sure they arrive on time to the ready bench area – ready to swim. Age group parents of younger swimmers may also be asked to assist with the seating and control of the swimmers in the ready bench area.

Age Group Parent Coordinator Responsibilities

- 1) The coordinator will obtain the detail sheets for each age group from the computer and scoring coordinator. The detail sheets will list the following:
 - a) Swimmers for each event
 - b) Swimmers listed by seed time
 - c) Swimmers listed by swimming sequence for relays
- 2) The coordinator will advise the age group parents where they will hold age group parent check-in prior to the meet. The coordinator will check-in the age group parents and in the event a parent does not show, the coordinator should find a substitute age group parent, with the Volunteer Coordinator's assistance.
- 3) The coordinator will locate the Ready Bench coordinator and review the process that will be used by the ready bench.
- 4) The coordinator should review the following with any inexperienced age group parents:
 - a) The sequence of swim events
 - b) The location of the ready bench calling area and the process that will be used for calling the swimmers
 - c) The location of the gathering area for the age groups
- 5) The coordinator will hand out the age group detail sheets to the age group parents.
- 6) The coordinator will keep tabs on the progression of the meet and insure that the age group parents are getting the swimmers to the ready bench area on time.

Age Group Parent Responsibilities

- 1) Upon arriving at the meet (after checking in their swimmer) the Age Group Parent will check in with the Age Group Parent Coordinator. The coordinator will provide the age group parent with a listing of the swimmers that are supposed to swim in the meet. The list should also indicate which events the swimmers will swim and have the swimmers listed in sequence (based on seed times) and in the case of relays, the order of the swimmers.

- 2) The age group parent should then proceed to the age group tents (away meets) or to the age group area under the stadium and look for the swimmers in their age group. **THE PARENTS OF THE SWIMMERS ARE RESPONSIBLE FOR BRINGING THE SWIMMERS TO THE AGE GROUP AREA FOR CHECK-IN.** The age group parent will write the event numbers for each swimmer on their arm. This will help the age group parent and the swimmer verify which events they are in.
- 3) The age group parent should advise each parent on the following:
 - a) They (the parent) are responsible for bringing their swimmer to the age group area (or some other designated meeting area) well before the swimmer's event will be called. This means that the parents and swimmers must pay attention to how the meet is progressing.
 - b) The parent should advise the age group parent and coach immediately if their swimmer will not be able to swim in any relay events. When a swimmer does not show up for a relay event, this results in an unfair situation to the remaining relay team members and can end up costing the team an opportunity to score valuable team points. Advising of these situations early will allow time to find a replacement swimmer for a relay team.
- 4) Once all swimmers have checked in, the age group parent should find the coordinators and advise which swimmers did not check-in. If any of these swimmers were on relay teams, the coordinators will determine which swimmer will be asked to be the replacement. Coaches will be consulted if needed.
- 5) As the parents bring the swimmers to the age group area (or other designated gathering point), the age group parent should check-in each swimmer. The swimmers should be lined up in their seed time sequence (slowest at the front, fastest at the end).
- 6) When the announcer calls the event to the ready bench area, the age group parent takes the swimmers to the ready bench area. It will be difficult to keep the swimmers in sequence and in the case of younger swimmers, the ready bench parent may want to enlist the assistance of other parents or utilize an age group rope the swimmers can hold on to.
- 7) The ready bench caller will call the names of the swimmers. The age group parent should listen for the names and make sure the swimmer comes forward when their name is called.
- 8) Once all swimmers are seated in the ready bench area, the age group parent should offer assistance to the ready bench personnel – especially for the younger swimmers. If assistance is not requested, the age group parent should stand by in case there are any problems that might arise with the swimmers.

9) Age Group Parent Positions (position works entire meet)

Age Group	Total
Boys 6 & Under	2
Girls 6 & Under	2
Boys 7 & 8	2
Girls 7 & 8	2
Boys 9 & 10	2
Girls 9 & 10	2
Boys 11 & 12	2
Girls 11 & 12	2
Boys 13 & up	1
Girls 13 & up	1
Total	18

Awards & Ribbons

The awards and ribbons team is responsible for the preparation of ribbons for each meet and for the end of season awards presented to the swimmers.

All swimmers in the 6 & under and 7/8 age groups receive “heat ribbons” upon climbing out of the pool at the end of their heat. These ribbons will have the child's time written on them in pencil by the scribe. Ages 9 and older do not receive heat ribbons.

The awards and ribbons team is responsible for making sure the scribes have an ample supply of “heat ribbons” for the 6 & under and 7/8 age group events.

All ages 1st through 6th place are awarded “place ribbons”. Each child is given a ribbon for relay races placing 1st through 3rd. The swimmers with the most improved times (50 per meet) are also awarded Improvement Ribbons.

The awards and ribbon team is also responsible for preparing the place ribbons (usually done during the meet – after the event results are posted). Please check with the awards and ribbons team toward the end of each meet and during practices the week following for your swimmer's place ribbons. Improvement ribbons are handed out during the week following each meet.

At the end of the season, all swimmers will be presented with a participation trophy. Additional awards are also presented for each age group/gender for individual performances during the season. The coaches also have special “coach's awards” for some swimmers – again tied to individual performances during the season. The awards and ribbon team is responsible for the selection, procurement and delivery of the end of season awards.

For all home events, we require the following number of awards and ribbons personnel:

Position	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	1	1	2
Ribbons	2	2	4
Total	3	3	6

For all away events, we require the following number of awards and ribbons personnel:

Position	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	1	1	2
Ribbons	1	1	2
Total	2	2	4

Coordinator: responsible for coordinating the purchase and issue of all awards and ribbons for each meet and the end of season function.

Co-Coordinator: responsible for assisting the Coordinator on an as needed basis.

Ribbons: responsible for preparing ribbons based on swimmer and relay team results.

Clerk of Course

The Clerk of Course is responsible for the management of the swimmer event registration process for the association. Duties will include collection and maintenance of event registration data and communication of meet entry data as required by the current Northwest Aquatic League Rule Book.

Certification

The clerk of course position requires certification by NWAL (Northwest Aquatic League). The certification process consists of a couple of hours of classroom training. The NWAL website (www.nwal.org) contains all kinds of detailed information including (but not limited to), the Annual Rule Book (a great resource for learning about the rules and roles of the clerk of course) and the training/certification schedule.

For all home events, we require the following number of clerk of course personnel:

Position	Shift 1	Shift 2	Total
Clerk of Course	1	1	2
Assistant	1	1	2
Total	2	2	4

Clerk of Course and Assistant Responsibilities

Prior to the meet:

- 1) Individual and relay meet entries for Dual & Invitational meets. Trouble shoot the whole online meet entry process for errors. Work with Coaches and Computer/Scoring team to solve No Time issues.
- 2) Verify/recreate relays the morning of meet.
- 3) Attend the “swimmer scratch” meeting – becoming aware of any deletions or additions of swimmers. The Computer/Scoring team reseeds the meet after the scratch meeting.
- 4) Coordinate with the computer/scoring coordinators and the ready bench coordinators to have the swimmer heat and lane assignment sheets ready

During the meet:

- 1) General oversight of ready bench
- 2) Notify scribes, referee and computer/scoring team if there are problems regarding an individual swimmer
- 3) Trouble shoot any issues that arise in the computer room associated with swimmers

Computers and Scoring

The computer and scoring team are responsible for inputting swimmer data into meet management software and exchanging same with opposing team, generating “heat sheets” for the meet, generating swimmer cards or event data sheets (cardless meets), inputting race results, posting race results and exchanging race results with opposing team.

The computer and scoring process is summarized as follows:

Pre-meet Activities

- 1) All swimmers must register online for each meet specifying their preferred events by the defined cutoff date. Based on who is attending a given meet, the coaches will then prepare relay combinations for the various events.
- 2) This information is then captured for each swimmer and relay team in the “TeamManager” software for any given meet.
- 3) The meet entries are archived in the “TeamManager” database with the appropriate entries established and emailed to the computer/scorer coordinator or meet manager.
- 4) The meet manager then exchanges entries with the opposing team by 5:00 p.m. on the Thursday before the meet.
- 5) Once the entry exchange has been completed, the home team meet manager will combine both teams’ entries into the “MeetManager” software.

- 6) The “MeetManager” software is used to perform the meet/event seeding according to NWAL rules. Once the meet is fully seeded, various reports are generated:
 - a) Heat Sheets (Psych Sheets) are printed out and turned over to the person who coordinates ads to make copies for the meet and arranges for them to be sold and any copies needed by the opposing team for distribution to their officials.
 - b) Age group reports are printed out and passed to the Age Group Coordinators for distribution to their volunteers.
 - c) Meet Check-In report is printed and passed to the Age Group Coordinators or designated volunteer to check each swimmer in before the meet commences.
- 7) Additionally, the meet is designated as either “carded” or “cardless”.
 - a) Carded Meets:
 - i) The computer/scorer prints out cards for each swimmer
 - ii) The computer/scorer sorts the cards by event and age-group and provides the cards to the Clerk of Course for distribution to the Ready Bench coordinator.
 - b) Cardless Meets:
 - i) Prior to the meet, team officials turn in to the Meet Manager a list of scratches or changes for the meet.
 - ii) These changes are input into the “MeetManager” software and the meet is re-seeded.
 - iii) The computer/scorer generates event sheets which are provided to the Clerk of Course, Ready Bench and the Scribes for each lane. These sheets are used to sequence the swimmers and record their times.

During the Meet

- 1) At the end of each heat, the ready bench runner (scribe end) will collect the heat and lane assignment sheets completed by the scribes and will deliver them to the computer/scoring location.
- 2) The file clerk sorts the sheets into original computer sorted order
- 3) The timer sheets are passed to the scorers for input into “MeetManager”.
- 4) At the end of each event, the “MeetManager” results are printed out and the Posting Clerk verifies the accuracy of the “MeetManager” results with the original cards/event sheets.
- 5) After validation and/or corrections are made:
 - a) The Posting Clerk will post the results of the event
 - b) The team scores are updated and posted
 - c) Award ribbons labels can be printed and distributed to the Awards and Ribbons coordinator for assembly and distribution of awards and ribbons.

After the Meet Is Completed

- 1) When the meet is completed and all results have been verified, the final team score can be generated and an official from each team and the meet referee must sign and confirm the final score.
- 2) A copy of the final meet results is then archived and given to the opposing team.

- 3) The results are also archived for import back into the central “TeamManager” database to repeat the process for the next meet entries.
 - a) TeamManager will automatically track the top times for each swimmer for use in the next week’s relay assessments.
 - b) TeamManager will track new ‘best-times’ for each swimmer

Notes

- 1) On meet day, the computer/scorer will bring a portable computer and printer
- 2) The other computer/scorer will bring a backup system.
- 3) For home meets, the computer/printer station is setup in one of the TWST coaching offices. These offices contain personal belongings of the TWST coaches and we need to respect that these offices are being loaned to us for our use. Accordingly, we are required to limit/minimize the number of people/children moving through this area.

Computer and Scoring Positions (home meets)

	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	2	2	4

Computer and Scoring Positions (away meets and Divisionals)

	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	2	2	4
Computer / Scorer	1	1	2
Total	3	3	6

Certification

All Computer/Scorer personnel are required to be certified by NWAL (Northwest Aquatic League). The certification process consists of a couple of hours of classroom training. The NWAL website (www.nwal.org) contains all kinds of detailed information including (but not limited to), the Annual Rule Book (a great resource for learning about the rules and roles of the different positions) and the training/certification schedule.

Officials

There are various positions within the officiating category: Referee (the head official), Starter (responsible for the start of each race), and the Stroke and Turn Officials (monitor swim strokes, turns, wall touches, and touch/takeoff confirmations for relay events). The Officials Team is responsible for running the

meet - including rule enforcement, monitoring conduct of meet participants and spectators and when swimmers are disqualified for a rules infraction, explaining to the swimmer the nature of the infraction.

It is important to note that a minimum of fourteen (14) officials are required during relay events. Other events may require a lesser number of officials. The expectation is that each team will provide an equal number of officials: 1 x Referee, 1 x Starter, and 6 x Stroke and Turn; however, there are times when the Marlins may be required to provide more than our share due to other teams falling short. Therefore, although the numbers indicated in the table below are minimum requirements, we should have a reserve of officials to help cover when required. In order to help the team, we need to have as many officials (certified by NWAL) as possible.

For Marlin Mania we require the following number of officials:

Position	Total
Referee	2
Starter	2
Stroke & Turn	12
Total	15

For home and away meets (we have five this season - not including Divisionals) we require the following number of officials:

Position	Shift 1	Shift 2	Total
Referee	1	1	2
Starter	1	1	2
Stroke & Turn	6	6	12
Total	8	8	16

For the divisional meet, there are typically three shifts and the number of officials required will be posted on the volunteer website when determined.

Certification

All officials are required to be certified by NWAL (Northwest Aquatic League). The certification process consists of a couple of hours of classroom training, a couple of hours of "on deck" (poolside) training, passing a written exam (almost everyone passes the exam), and working as a provisional official for a certain number of events. The NWAL website (www.nwal.org) contains all kinds of detailed information including (but not limited to), the Annual Rule Book (a great resource for learning about the rules and roles of the different officiating positions) and the training/certification schedule.

Referee Responsibilities

The details of the referee responsibilities are contained in the Officials and Duties section of the Annual NWAL Rule Book with additional information made available during the training/certification process. Each referee develops their own procedures for running a meet; therefore, the following is an overview of general referee responsibilities.

- 1) Has full authority and responsibility over all officials and shall assign and instruct the officials as necessary.
 - a) An officials meeting will be held before the meet to:
 - i) make/review individual assignments of the officials
 - ii) review referee expectations
 - iii) advise of any unique features/conditions of the pools or swimmers that warrant special attention
 - iv) review common officiating issues and instruct on any issues not clear to the officials
 - v) define communication protocol to be used by officials
- 2) Shall enforce all rules and decide all questions relating to the actual conduct of the meet including:
 - a) Elimination of any behavior by an official, coach, competitor or spectator that interferes with the operation of the meet
 - b) Overruling any meet official on:
 - i) a point of rule interpretation
 - ii) a judgment decision pertaining to an action, which was personally observed by the referee (except for relay takeoffs in meets using dual confirmation)
 - c) Disqualification of a swimmer(s) for any violations of the rules that the referee personally observes
 - d) Immediate removal of any person displaying unsportsmanlike conduct
- 3) Shall manage the start of each race
 - a) Confirm the race course is clear
 - b) Confirm the officials, timers, and swimmers are in position
 - c) Advise the starter to proceed with each individual race
 - d) Insure a fair start has been achieved for each race and activate a race-recall device if needed
- 4) Shall give a decision on any point where the opinions of the officials differ
- 5) Shall prohibit the use of the following items during or in the vicinity of the meet:
 - a) Tobacco products
 - b) Alcoholic beverages
 - c) Loud bells, horns or other artificial noise makers that are interfering with the meet
 - d) Video tape review of race results
- 6) Shall give decisions on rule interpretations where a swimmer is not physically able to comply with the literal meaning of a rule due to a physical handicap
 - a) Every effort shall be made to allow the swimmer to comply on the basis that

- b) No advantage or disadvantage is conferred upon other competitors or that individual

Starter Responsibilities

As with the referee, the detailed responsibilities of the starter can be located in the Officials and Duties section of the Annual NWAL Rule Book with additional information made available during the training/certification process. The following is an overview of general starter responsibilities.

- 1) The starter shall use an electronic starting device and/or a starting gun with cartridges. The Marlins use an electronic device that has both a visual and an audible signal.
- 2) The starter should position the equipment within ten (10) feet of the starting end of the pool at a point where the starting device is visible to the timers and the device horn is easily heard by the swimmers.
- 3) The starter will coordinate a test of the system with the Chief Timer to insure all timers understand the process and are able to correctly operate their timing device.
- 4) The starter assumes full control of the swimmers until a fair start has been achieved.
 - a) When the previous heat is completed, the starter directs the swimmers to “step up” to the blocks or edge of the pool.
 - b) When the referee signals that the officials and timers are ready, the starter notifies the swimmer of:
 - i) Distance and stroke of the race
 - ii) Strokes to be used and the order for swimming them (for relays and individual medley)
 - iii) Relay swimmers must leave the pool immediately after finishing their leg of the race
 - c) The starter then directs the swimmers to “take your mark” - whereby they assume the starting position
 - d) When all swimmers are motionless, the starter gives the starting signal and, if in the opinion of the starter or referee, a fair start was not achieved:
 - i) The starter or referee will sound the recall device until all swimmers have stopped
 - ii) The individual swimmer(s) will be notified of their false start
 - iii) The swimmers will repeat the start process

Stroke and Turn Official Responsibilities

As with the referee, the detailed responsibilities of the stroke and turn officials can be located in the Officials and Duties section of the Annual NWAL Rule Book with additional information made available during the training/certification process. The following is an overview of general stroke and turn official responsibilities.

- 1) Stroke officials shall operate on both sides of the pool and shall insure that the rules relating to the style of swimming designated for the event are being observed. In the event of a violation of these rules, the official shall notify the referee of same.
- 2) Turn officials shall operate on both ends of the pool to insure that when turning or finishing the race, the swimmer complies with the turning and finishing rules applicable to the stroke being used. In the event of a violation of these rules, the official shall notify the referee of same. These officials shall also communicate stroke/turn/touch violations to:
 - a) Scribes - by writing down the violation on the swimmer's card and initialing same
 - b) Swimmers - by stopping the swimmer upon exiting the pool and advising them on the specifics of the rule violation.
- 3) Stroke and turn officials will also serve as swimmer take-off monitors for relay events. They are responsible for:
 - a) Positioning themselves where they can see both the touch of the incoming swimmer and the feet of the departing swimmer as they leave the starting platform
 - b) Determining if the departing swimmer is in contact with the platform when the incoming swimmer completes their finishing touch at the end of the pool.
 - c) When enough officials are available, dual confirmation will be used to determine if a relay take-off violation has occurred. In these cases, two officials will be watch a group of swimmers and both officials must witness the violation in order for a violation to be called.
 - d) If a violation does occur, the violation should be noted and once the race is finished, the referee shall be notified of the violation.

Public Address / Announcer

This position is required for home meets only and is responsible for:

- 1) Managing the set-up of the PA and speaker system
- 2) Announcing event calls to the ready bench (coordinate with ready bench).
- 3) Announcing meet results
- 4) Making any special announcements requested by meet officials or team representatives
- 5) Providing music during the meet (as long as it does not interfere with the running of the meet)
- 6) Managing the take-down of the PA and speaker system

Ready Bench

The ready bench team is responsible for keeping the swim meet moving smoothly. They sequence the swimmers into the correct heat and lane assignments - ready to swim and making sure the scribes have the swimmer's information to record the swimmer's time.

The ready bench process is summarized as follows:

- 1) The age group parents bring the swimmers to the ready bench check-in.
- 2) The ready bench caller sequences the swimmers by heat and lane assignment (based on the heat and lane assignment sheet provided by the Clerk of Course).
- 3) The ready bench seater escorts the swimmers from the check-in area to the ready bench inside.
- 4) A second ready bench caller will confirm the sequence and ask them to sit on a particular bench according to their lane assignment.
- 5) Additional seater escorts the swimmers from the ready bench to the chairs directly behind the blocks keeping the swimmers in their assigned lanes.
- 6) The ready bench runner is responsible for distributing the timer sheets to the timers and picking them up at the conclusion of each event.

As can be seen, inadequate volunteer support for the ready bench will cause the swim meets to take much longer than necessary.

For each home meet, including Marlin Mania, we require the following number of volunteers:

Position	Shift 1	Shift 2	Total
Coordinator	1		1
Caller	2	2	4
Seater	6	6	12
Runner	1	1	2
Total	10	9	19

For each away meet, we require the following number of volunteers:

Position	Shift 1	Shift 2	Total
Coordinator	1		1
Seater	1	1	2
Total	2	1	3

For the divisional meet, we require the following number of volunteers:

Position	Shift 1	Shift 2	Shift 3	Total
Coordinator	1			1
Seater	tbd	tbd	tbd	tbd
Runner	tbd	tbd	tbd	tbd
Total	tbd	tbd	tbd	tbd

All said, during the swim season (not including Divisionals), we typically will have 65 to 70 ready-bench assignments to fill.

Specific ready bench position responsibilities are described in more detail below:

Ready Bench Callers (2 per shift x 2 shifts)

- 1) The Clerk of Course will provide the ready bench callers with heat and lane assignment sheets which have the swim event number, swimmer's name, seed time, heat, and lane assignment information. There will be individual sheets for each event.
- 2) The age group parents will bring the swimmers to the ready bench check-in area which is located in the west locker room at the NAT.
- 3) The callers call out the names of the swimmers one heat at a time and position the swimmers into the proper lane assignments.
- 4) In general, the callers are not expected to re-seed any heats; however, there are exceptions, and re-seeding will be supervised by the Clerk of Course or the COC Assistant:
 - a) The last heat should be a full heat. For example, if the last heat only has four (4) swimmers that have shown up, then the two (2) top-seeded swimmers (based on seed time) from the next to the last heat will be pulled into the last heat. The lane assignments of the last heat will need to be modified to insure compliance with seeding and lane assignment rules.
 - b) If possible, there should be a minimum of three swimmers per heat. If there are less than three swimmers, move the slowest swimmer or two down from the next heat. The lane assignments will need to be modified to insure compliance with seeding and lane assignment rules.
 - c) When it makes sense, heats can be combined - especially if there are two heats with only one or two swimmers in each heat. However, any heat combinations must follow the seeding and lane assignment rules and in many cases it is simply faster to let the heats run with fewer swimmers.
 - d) Seed time and lane assignment rules are as follows:

Seed Time (1 = Fastest)	Lane Assignment
1	3
2	4
3	2
4	5
5	1
6	6

- e) Any changes to heat and lane assignments must be relayed to the scribes and officials.
- 5) In the case of relays, the callers need to make sure the swimmers are “paired up” accurately with swimmers 1 and 3 together and swimmers 2 and 4 together. It is suggested that two lines are created for each end of the pool as this will help the seaters collect the swimmers for seating.
- 6) Once the swimmers are lined up, they will remain in the calling area until they are taken to be seated by the seaters.

Ready Bench Seaters (4 per shift x 2 shifts)

- 1) The ready bench seaters’ responsibilities start before the meet begins - during the set up phase. They are responsible for making sure there is adequate seating for each lane assignment (usually 3 rows of chairs lined up behind each lane) and that the chairs are properly marked with the lane number tags. This will help the swimmers find the proper lane in each row of chairs. There should also be a set of wooden benches with the numbers 1 - 6 written on the benches.
- 2) The swimmers will have been lined up by heat and lane assignment. The seaters will take the first heat of swimmers and proceed to the seating area. The swimmers will then stop at their assigned lane. As you might imagine, the younger swimmers will need lots of guidance to make sure they not only stop at their lane but also stay there.
 - a) To assist the younger children, the seaters should consider using a rope of some sort that the children can hold on to as they walk through the seating area.
 - b) We will also ask that the visiting team provide some assistance with their younger children - typically the age group parent that brought the children to the calling area.
- 3) After the first heat of swimmers is seated in the first row of seats, then the second and subsequent heats are brought into the seating area (second and third row of seats). After the rows of seats are filled up, continue with the seating, starting with the Row 1 bench, followed by the Row 2 bench, etc.
- 4) The starter will then call the first heat of swimmers to the blocks.
- 5) After the first heat of swimmers move to the blocks, the second heat (row) of swimmers will move to the first row of seats, the third heat (row) will move to the second row of seats, and the fourth heat (sitting on the Row 1 bench) will move to the third row of seats. As each bench row is called to the seating area, the swimmers move up one bench row.
 - a) There will be many times where there will be empty lanes in a heat. To help keep track of which seats should be occupied when, it is suggested that the seaters use small brightly colored cones that can be set in the chair/bench to denote an empty lane. As each row moves up, so do the cones representing the empty seat. When that row steps to the block, the cone goes on the block as well. This will help the starter and recognize that there is no swimmer in that

lane. The cone will also help the timers and scribes for each row keep up with the swimmers for their lanes.

- 6) The seaters will be very busy with the younger age groups (generally all age groups swimming 25 yard events). After that, things will slow down for a while as the 50 yard events start (starting with the 11/12 year olds). At that point, you will basically need to make sure the rows move up and empty lane cones are still managed.
- 7) One hundred yard relays are handled basically the same way, but two of the four swimmers for each lane will be going to the opposite end of the pool. Swimmers 1 and 3 will be on one end and swimmers 2 and 4 will be on the other end.
 - a) Careful attention needs to be paid to make sure the swimmers are located in the proper lanes at both ends of the pool. The use of ropes is very helpful with the younger age groups.
 - b) Once confirmed that all four swimmers are lined up in the proper lane, then you'll need to double check to make sure they sequenced properly (swimmer 1 then 3 and swimmer 2 then 4).

Notes: With the younger children, there will be parents and/or coaches that will want to accompany the children to their seats or to the blocks. In general, parents or coaches should not be allowed in the ready bench area; however, there may be instances where a parent or coach may need to be present to tend to special need swimmers or swimmers who need to be "calmed down".

It is appropriate for you to request assistance of one or two of the age-group parents that brought the swimmers to the check-in area. The younger swimmers will be more comfortable with a familiar face and it will help keep things better organized. Your ready bench coordinator will also visit with the visiting team to see if they can provide some additional seating help while the younger kids are swimming.

Runner (1 per shift x 2 shifts)

- 1) The runner will collect and be responsible for insuring the scribes have the final heat and lane assignment sheets available before the start of each event. The sheets will be provided by the computer personnel in the computer room.
- 2) The runner will distribute the timer sheets to the scribes behind each lane.
- 3) At the conclusion of each event, the runner will pick up the timer sheets, put them in order, and deliver to the computer and scoring team.

Other Notes

- 1) As the ready bench team is working around the pool area, your feet (and possibly your clothes) will get wet. Also, as the pool deck will always be wet, please make sure you wear appropriate clothing, especially footwear that can get wet and still maintain good traction.

- 2) The ready bench is your area and it will take a lot of effort to keep things under control. If you have parents or coaches that will not leave the ready bench area when asked, simply walk over to an official or the meet referee and ask for assistance. If you have a swimmer that is not behaving properly, please do your best to control the swimmer through verbal encouragement, but under no circumstances should you use physical force to control a swimmer. Again, ask an official for assistance if needed. Stanchions with ropes and signs stating, "Swimmers Only" will be positioned to discourage spectators on the pool deck.
- 3) The younger swimmers will be nervous. You can make a lasting, positive impression on these youth by being pleasant, friendly, and doing what you can to make this a fun experience for the swimmers and yourself.
- 4) One ready bench team member (usually the outside caller) will communicate with the announcer in order to have a steady stream of swimmers by calling event numbers.
- 5) The age group parents are asked to help organize the swimmers from slowest to fastest prior to arriving at the ready bench check-in. This will enable the caller to position the swimmers into lanes quickly without searching or waiting for individual swimmers.
- 6) Parents are encouraged to leave the swimmers in the supervision of the ready bench team.
- 7) Age group parents are encouraged to assist the ready bench during relays.

Set-Up / Take-Down

The set-up and take-down teams are responsible for tasks which vary - depending on the location of the swim meet. General responsibilities are to manage the shade canopies for away meets (pick-up, set-up, take-down, drop-off), and for home meets, assist with material or equipment set-up and take-down for the Ready Bench team, Hospitality team and Publicity team.

Detailed Responsibilities - Away Meets

Shade Canopies

- 1) Only responsibility is the management of the shade canopies. The canopies are located in the offsite team storage facility and must be returned there after use. There are approximately 16 pop-up canopies that must be set up for each away meet.
 - a) Obtain storage facility key and pick up canopies the night before or very early the morning of the meet.
 - b) Deliver the canopies to the away meet by 7:00 am. This will allow sufficient time to unload and begin set-up as Marlin swimmers and parents arrive. Parents should be asked to assist with setting up the tents and if parents are seen standing around "watching", do not hesitate to ask for assistance.

- i) Where possible, the canopies should be set up side-by-side with and be at least two (2) wide. There will be at least one canopy for each age group and gender. The canopy bag should be wrapped around one of the canopy cross-members so it won't get lost.
- ii) As the canopies are set up, the age group and gender sign (e.g. Girls 7 & 8) should be posted on the canopy - this will help the age groups find their canopy.
- c) When the meet is finished (and before all of the parents depart), the canopies can be taken down, placed back into their bags and carried to the loading area.
- d) Once loaded, the canopies should be returned to the storage facility and prepared for storage.
 - i) If the canopies are wet from rain, they will need to be "dried out" before being put back into the storage facility.
 - ii) The canopy frames should also be wiped down if they are wet as this will help keep the canopies easy to set-up and take-down. Rusty canopy frames are hard to deal with.

Detailed Responsibilities - Home Meets

Chairs / Benches

Chairs and Benches set-up and take-down is straightforward as well. The four (4) ready benches need to be placed in the proper position as do the three (3) rows of ready chairs behind each lane. A single chair also needs to be located in each lane at the opposite end of the pool (for use by the scribes). The benches and chairs should be set up by 7:30 a.m. When the meet is finished, the chairs and benches will need to be placed back in the appropriate storage area.

Public Address System & Wet Shop

A public address system is used by the team to announce meet progress, call events to the ready bench, and make special announcements. The PA system needs to be set up and operational by 7:30 a.m. Set-up involves moving the equipment from the storage area, setting up the console, running power lines and speaker wire, and setting up speaker stands and speakers. The entire process takes about forty-five (45) minutes, so set-up should begin no later than 6:45 a.m. When the meet is finished, the PA system must be packed up and placed back in the storage area.

The wet shop has its own team; however, they will need assistance in transporting all of the wet shop items between the drop-off area to the wet shop area (before and after the meet).

Set-Up / Take-Down / Parking Positions (away meets)

Set-Up Positions	Total
Coordinator/Co-Coordinator	2
Shade Canopies	2
Take-Down Positions	
Coordinator/Co-Coordinator	2
Shade Canopies	2
Total	8

Set-Up / Take-Down / Parking Positions (home meets)

Set-Up Positions	Total
Coordinator/Co-Coordinator	2
Benches & Chairs	1
Wet Shop	1
Take-Down Positions	
Coordinator/Co-Coordinator	2
Benches & Chairs	1
Wet Shop	1

Timers and Scribes

The timers are responsible for capturing the swimmer's time with the use of a stop watch. The scribes are responsible for recording the times captured by the timers on the event heat sheet, verifying the swimmer's name, and in the case of the younger swimmers, recording the swimmer's time on the back of the heat ribbons and giving the ribbon to the swimmer. The timers and scribes are also responsible for keeping the meet moving smoothly.

There should be three timers and one scribe for each lane. This provides the best chance for securing an accurate time for the swimmer – especially when timers miss the start or finish or have a watch malfunction.

The general timer and scribe process is summarized as follows:

- 1) The chief timer receives verification from the head timer in each lane that all lane timers are ready and that the scribes have the event heat sheet for their lane. The chief timer then notifies the starter that the timers and scribes are ready.

- 2) The starter calls the swimmers to the block, announces the event and starts the heat. The start of the event will be marked by both audible and visual (flashing light) signals.
- 3) The alternate timers and all lane timers start their stop watches based on the visual signal. In the event a timer does not get a good start on his/her stop watch, they will immediately notify one of the alternate timers who will supply them with a back-up watch.
- 4) All timers stop their stop watches when any part of the swimmer touches the wall.
- 5) The head lane timer will verify the stop watch readings and each timer reads the time on their stop watch to the scribe.
- 6) The scribe records all three times on the event heat sheet for the swimmer. If a swimmer has been disqualified, an official will mark DQ and the reason for the DQ on the event heat sheet.
- 7) As the swimmer comes out of the water, the scribe verifies the swimmer's name and advises the swimmer of their time.
- 8) In the case of the younger swimmers, the scribe also writes the swimmer's time on the back of a heat ribbon and gives the ribbon to the swimmer.
- 9) The scribe then gives the event heat sheet to the file clerk who will take them to the computer and scoring room.

For Marlin Mania we require the following number of volunteers:

Position	Total
Chief Timer	1
Alternate Timer	2
Head Lane Timer	6
Timer	6
Scribe	6
Total	21

For each home meet we require the following number of volunteers:

Position	Shift 1	Shift 2	Total
Chief Timer	1	1	2
Alternate Timer	1	1	2
Head Lane Timer	6	6	12
Timer	3	3	6
Scribe	3	3	6
Total	14	14	28

For each away meet we require the following number of volunteers:

Position	Shift 1	Shift 2	Total
Chief Timer	1	1	2

Alternate Timer	1	1	2
Head Lane Timer	3	3	6
Timer	6	6	12
Scribe	3	3	6
Total	14	14	28

For the divisional meet we require the following number of volunteers:

Position	Shift 1	Shift 2	Shift 3	Total
Alternate Timer	tbd	tbd	tbd	tbd
Head Lane Timer	tbd	tbd	tbd	tbd
Timer	tbd	tbd	tbd	tbd
Scribe	tbd	tbd	tbd	tbd
Total	tbd	tbd	tbd	tbd

All said, during the swim season (not including Divisionals), we will typically have 165 to 175 timer and scribe assignments to fill.

Specific timer and scribe position responsibilities are described in more detail below.

Chief Timer (1 per shift x 2 shifts) - prior to meet starting

- 1) All timers and scribes will check-in with the Chief Timer. The Chief Timer is responsible for insuring that the Marlins fulfill their timing and scribing responsibilities at all meets.
- 2) The Chief Timer will also meet with the opposing team's Chief Timer to review meet procedures and discuss any special issues (reviewing coverage of assignments, etc.).
- 3) The Chief Timer is responsible for bringing, distributing and collecting the stop watches for use by Marlin timers. This means testing each stop watch prior to the meet to make sure they are working properly.
- 4) The Chief Timer will meet with all Head Lane Timers and Alternate Timers to review their roles and responsibilities and to establish the communication protocol that will be used during the meet.
 - a) This will include signals from Head Lane Timers to Chief Timer to notify when the timers and scribe for each lane is ready. No signal from the Head Lane Timers will be interpreted as the lane is NOT ready.
 - b) This will include signals from the Timers to the Alternate Timers that a timer or watch problem has occurred and that a back-up watch is required.
- 5) The Chief Timer will also meet with the Referee and Starters to clarify procedures that will be used by the Referee and Starter before each heat is conducted -

including communications protocol for the Chief Timer to notify the Starter and Referee that all lanes are ready to proceed with each heat.

Chief Timer (1 per shift x 2 shifts) - during the meet

- 1) The Chief Timer will be position where he/she can see all Head Lane Timers.
- 2) The Chief Timer will look for notification from each Head Lane Timer that their lanes are ready.
- 3) After receiving confirmation from all Head Lane Timers, the Chief Timer will signal the Referee and Starter that the timers and scribes are ready.
- 4) After the heat is started, the Chief Timer will observe to see if any requests for Alternate Timers are being made. In the event the Alternate Timers do not see or hear the requests, the Chief Timer will notify the Alternate Timers of the request.
- 5) After the heat is finished, the Chief Timer will observe to see if there are any requests by the Head Lane Timers to assist with any heat timing issues. If there are issues, the Chief Timer will notify the Referee and Starter of the delay.

Alternate Timer (1 per shift x 2 shifts)

- 1) Meet with Chief Timer to review communications protocol, Alternate Timer responsibilities, and collect stop watches for use by the Alternate Timer.
- 2) Meet with Head Lane Timers and Timers to review communications protocol.
- 3) Observe Chief Timer for “ready” signal given to Referee and Starter.
- 4) When heat is started, start all Alternate Timer stop watches.
- 5) Scan assigned lanes for requests from Timers for a back-up stop watch and if a request for a watch is made, fulfill the request in a safe manner.
- 6) After the heat is finished, re-set the Alternate Timer stop watches.

Head Lane Timer (6 - home or 3 - away per shift x 2 shifts)

- 1) Meet with Chief Timer to review communications protocol, Head Lane Timer responsibilities, and collect stop watches for use by the Marlins timers.
- 2) Meet with Alternate Timer and Timers to review communications protocol and Timer and Scribe responsibilities.
- 3) Verify that the Scribe is ready
 - a) Verify Scribe has the event heat sheet and is ready to write.
 - b) For 50 yard events and relays, verify that swimmers are ready.
- 4) Verify that the Timers are ready
 - a) Verify that all timers have cleared their watches and are ready for the start.
 - b) Remind timers to start on the visual signal and not the audible signal

- 5) Notify the Chief Timer that the timers and scribe in your lane are ready.
- 6) Observe the starter light and start the Head Timer stop watch when the heat is started.
- 7) Position yourself such that you can observe the swimmer touch the wall.
 - a) Be aware that two other timers and officials will also need to have a view of the swimmer and the wall
 - b) Do not interfere with the swimmer in any way.
 - i) It is sometimes tempting to reach down and protect the back of the heads for swimmers approaching the wall on the back stroke. **DO NOT INTERFERE!**
 - ii) Verbal encouragement is even more tempting; however, communications with the swimmers as they approach the wall can be distracting (especially the younger swimmers); therefore, the same guideline applies - **DO NOT INTERFERE!**
- 8) Stop your stop watch **when you see any part of the swimmer touch the wall.**
 - a) There may be a tendency to not stop the watch until the swimmer has touched the wall appropriately (depending on which stroke is being swum. Verification of a swimmer's wall touch is the responsibility of the Stroke and Turn official.
 - b) If all timers follow this rule, then the times should be fairly close and it is the only way to insure that all swimmers are treated equally in each lane and in each heat.
- 9) Visually inspect each watch of the other two Timers in your lane.
- 10) Have each timer call out the time on their stop watch following the same sequence for each heat.
- 11) Verify that the scribe has recorded all three times properly on the event heat sheet and has determined the appropriate "official" time to be marked on the event heat sheet.
 - a) When three times are available
 - i) And two of the times are the same, the official time is the matching time
 - ii) And all of the times are different; the official time is the intermediate (middle) time.
 - b) When only two times are available, the average of the two times will be used (rounded up to the nearest hundredth of a second) as the official time.
 - c) When only one time is available, this will be used as the official time.
- 12) Once the scribe has verified the swimmer's name matches the swimmer's card, advise the timers to re-set their watches, and prepare for the start of the next heat.
- 13) Once scribe and timers are ready, notify Chief Timer.

Lane Timer (3 - home or 6 - away per shift x 2 shifts)

- 1) Meet with the Head Lane Timer and Alternate Timer and make sure you clearly understand the process to be used for recording times and communicating with the Alternate Timer.
- 2) Notify the Head Lane Timer that you are ready.

- 3) Observe the starter light and start your stop watch when the heat is started.
 - a) If you have a late start or the stop watch malfunctions, immediately contact one of the Alternate Timers and obtain a back-up watch.
 - b) If for some reason a back-up watch cannot be made available, step back by the Scribe (out of the way) until the heat is concluded.
 - c) Resolve any watch issues with the Head Lane Timer and Alternate Timer.
- 4) Position yourself such that you can observe the swimmer touch the wall.
 - a) Be aware that two other timers and officials will also need to have a view of the swimmer and the wall
 - b) Do not interfere with the swimmer in any way.
 - i) It is sometimes tempting to reach down and protect the back of the heads for swimmers approaching the wall on the back stroke. **DO NOT INTERFERE!**
 - ii) Verbal encouragement is even more tempting; however, communications with the swimmers as they approach the wall can be distracting (especially the younger swimmers); therefore, the same guideline applies - **DO NOT INTERFERE!**
- 5) Stop your stop watch **when you see any part of the swimmer touch the wall.**
 - a) There may be a tendency to not stop the watch until the swimmer has touched the wall appropriately (depending on which stroke is being swum. Verification of a swimmer's wall touch is the responsibility of the Stroke and Turn official.
 - b) If all timers follow this rule, then the times should be fairly close and it is the only way to insure that all swimmers are treated equally in each lane and in each heat.
- 6) Show your watch to the Head Lane Timer.
- 7) Call out the time on your stop watch following the same sequence for each heat.
- 8) Do not re-set your stop watch until advised to do so by the Head Lane Timer.
- 9) Notify the Head Lane Timer that you are ready.

Scribe (3 per shift x 2 shifts)

- 1) The Scribe will meet with the Head Lane Timer and other Timers to review the procedures to be used during the meet. The Scribe will also be provided with a Clip Board and Pen/Pencil to be used while on duty.
- 2) The Scribe will be given an event heat sheet for each event by a ready bench runner.
- 3) Notify the Head Lane Timer when you are ready to go - that you have the event heat sheet in hand.
- 4) The Scribe will record all times captured by the Timers (should be three) on the event heat sheet.
- 5) The Scribe then determines the official time that will be recorded on the event heat sheet:
 - a) When three times are available
 - i) And two of the times are the same, the official time is the matching time
 - ii) And all of the times are different; the official time is the intermediate (middle) time.

- b) When only two times are available, the average of the two times will be used (rounded up to the nearest hundredth of a second) as the official time.
- c) When only one time is available, this will be used as the official time.
- 6) If a swimmer has been disqualified, an official will mark DQ and the reason for the DQ on the event heat sheet. The official should also mark the event heat sheet with his/her initials.
 - a) In some instances (e.g. multiple DQs in adjacent lanes), the official may request that the scribe write down this information. It is okay to do so, but make sure you clearly understand what to write and indicate the official's initials on the sheet.
- 7) As the swimmer comes out of the water, the scribe verifies the swimmer's name and advises the swimmer of their time.
 - a) In the event of a DQ, the officials will also attempt to visit with each swimmer to explain the infraction which resulted in the DQ. Please ask the swimmer to wait nearby until the official has had a chance to visit with him/her.
- 8) In the case of the younger swimmers, the scribe also writes the swimmer's time on the back of a heat ribbon and gives the ribbon to the swimmer. These heat ribbons will be distributed to the Scribes by an Awards and Ribbons team member.
- 9) Once all documentation is complete for an event a File Clerk from the Computer and Scoring Team will collect the event heat sheet and take them to the Computer and Scoring room for input into the system.

Notes:

- 1) As the timers and scribes work around the pool area, your feet (and possibly your clothes) will get wet. Please make sure you wear appropriate clothing, especially footwear that can get wet and still maintain good traction.
- 2) The timing/scribing area is your area. Parents (and sometimes coaches) will want to congregate nearby in order to hear or see the times recorded. If parents are in the way, please ask them politely to move out of the area. If they fail to move, request assistance from an official. Sometimes parents or coaches will question or challenge recorded times. Be courteous and advise the parents or coaches that any issues concerning recorded times needs to be taken up with the meet referee.
- 3) The timing and scribing area is a great place to provide encouragement to the swimmers after they have finished their race. Please feel free to congratulate swimmers on their performance and in the cases where the swimmers may be upset (perhaps because of a DQ), comforting words are usually appreciated by the swimmers - especially the younger ones.

Web Site

This position serves as the Web Master for our team web site. Some of the specific responsibilities are:

- 1) Management of web site registration with ISP/domain
- 2) Overall set-up and general maintenance of the site

- a) Guidance and training for use of the site by board members and position coordinators
- b) Guidance and review of material posted to the site by board members and position coordinators
- c) Management and administration of swimmer/parent user id & password system
- d) Occasional review of web site links to insure functionality of same

Wet Shop

The wet shop team is responsible for providing swim gear and other team accessories to Marlin team members and supporters. The wet shop team usually has items for sale during some of the practice sessions and is always open for business at each home swim meet. The wet shop team manages the selection, procurement and sales of all wet shop items.

For all home events, we require the following number of wet shop personnel:

Position	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	1	1	2
Shop Assistant	4	4	8
Total	5	5	10

For away events, if a Wet Shop is set up, we require the following number of wet shop personnel:

Position	Shift 1	Shift 2	Total
Coordinator/Co-Coordinator	1	1	2
Shop Assistant	4	4	8
Total	5	5	10

Coordinator - responsible for coordinating the purchase and sale of all “Marlins Gear” and other swim or team related products.

Co-Coordinator - responsible for assisting the Wet Shop Coordinator as needed.

Shop Assistant - responsible for distributing team t-shirts, pictures, and the sale of wet shop items.