## 8 & UNDER COORDINATOR

The 8 & under coordinator works at home meets only. They allocate an 8 & Under Aide to supervise each lane. They give each Aide a swimmer list for their lane in event/heat order. The coordinator will direct 8 & under swimmers from the Clerk of Course to the appropriate Aide. The coordinator will direct 8 & Under Aides as to when they should lead swimmers on deck. (No formal training required)

## 8 & UNDER AIDES

Each team will provide two 8 & Under Aides. The 8 & Under Aide is assigned the task of getting the younger swimmers to the end of the pool opposite the Timers. Using the lane list provided by the 8 & Under Coordinator, they should check the swimmers are in event/heat order. The 8 & Under Aides supervise and guide 8 & under swimmers to their appropriate lane in time to swim their event. (No formal training required)

## ANNOUNCER

It is the responsibility of the Announcer to call the swimmers for each event so that the swimmers are in place before the event, thus avoiding unnecessary delays. The Announcer should be alert to excessive spectator noise during the start of the events and then remind the spectators that quiet is necessary for every start. The Announcer should also announce the score of the meet after the completion of each series of events of a single stroke. (No formal training required) **Need to come to the pool by 6:45 am**

## ASSISTANT SCORERS

The Scoring Assistant from the host team will receive the timing sheets and DQ slips from the Runner. If there are any discrepancies, the Assistant Scorer takes them to the Referee for resolution. The Assistant Scorer checks that the official time for each swimmer and passes them to the Chief Scorer for data entry.

The Scoring Assistant from the visiting team notifies the announcer of score updates and new records. After data entry, timing sheets and DQ slips are separated by team. At the end of all events in a given stroke, the Scoring Assistant posts swimmer results. (No formal training required)

## AWARD RIBBONS COORDINATOR

After each meet, the TCC will generate award labels and give them to the Award Ribbons Coordinator. The Award Ribbons Coordinator will attach the labels to appropriate ribbons and ensure they are delivered to the coaches by Monday practice. (No formal training required)

## CLEAN UP

After meet, pick up trash, put chairs back on pool deck, and make sure pool is in order. All parents still present at the end of the meet are asked to assist.

## CLERK OF COURSE AND ASSISTANT CLERK OF COURSE

The Clerk of Course from the host team receives all timing sheets in chronological order from the Team Computer Coordinator. Team Managers advise the Clerk of Course of any deck changes which are in turn recorded on the appropriate timing sheets and communicated to the Chief Scorer. The timing sheets are given to the Chief Timer. Swimmers check-in with the Clerk of Course prior to their event. An Assistant Clerk of Course is provided by the visiting team. (No formal training required) **Need to be at the pool by 6:45 am.**

## CHIEF SCORER AND ASSISTANT CHIEF SCORER

The Chief Scorer is provided by the host team. The Assistant Chief Scorer will be a volunteer from the visiting team. The Chief Scorer is in charge of scoring the meet. It is the responsibility of the Chief Scorer to preview the entries for each event, ensure deck changes are logged, record swimmer’s official times, match disqualification slips to the appropriate swimmer’s event/heat/lane, and call any discrepancies to the host Manager or other appropriate official. The Chief Scorer will record results using the Hy-tek Meet Manager software provided by RSTA. The Assistant Chief Scorer assists the Chief Scorer in checking times, entering results, checking data entry, and posting results. (**Scorer and Hy-Tek Meet Manager training required)**

## CHIEF TIMER / ASSISTANT CHIEF TIMER\*

The Chief Timer should assign the Timers to their respective lanes and instruct them in the use of their watch. Before any meet starts, the Chief Timer conducts a time check with the Starter to eliminate any defective watches. During the competition, the Chief Timer should observe whether the Timers are watching the flash at the start, looking over the edge of the pool for the swimmer’s finish, reading the watches correctly, and clearing their watches only AFTER their time has been written down. The Assistant Chief Timer stands at the opposite side of the pool from the Chief Timer and runs two watches in order to be able to assist timers when they have a timing malfunction. (No formal training required) **Need to come to the pool by 6:45 am**

ROLES AND RESPONSIBILITIES

*Chief Timer*

* Meet with the timers prior to the start and let them know what to do
* Ensure that there are 9 timers from your pool and that each lane has 3 timers (cannot have 3 timers from the same pool)
* Make sure the timers are ready at the start of each heat and give the thumbs up to the ref that the heat can start
* Start two stop extra watches for each heat and provide them to timers as needed
* Talk to ref / team management when a swimmer misses a heat

*Assistant Chief Timer*

* Start two extra stop watches each race and provide them to timers as needed
* Ensure that there are always 9 timers from your team
* Discuss with chief timer if they’d like help with anything else.
* Different chief timers run the meets differently - some want help monitoring lanes, some just want you to run the backup stop watches.
* Prior to the meet see how they want to run things…

General Tips for the Meet

* Arrive about 15 minutes before warm-ups start
* Get a list of timers from the team manager and get familiar with who they are
* (As chief timer) Find and introduce yourself to the meet referee - ask if there is anything he wants to do differently and see if there are any rule changes or anything else you need to be aware of
* (As chief timer) Introduce yourself to the managers of the away team - ask who the asst chief timer will be and try to find them.  Casually ask if there are any rule changes that you need to be aware of
* Meet with your counterpart (chief or asst chief) timer and coordinate on how things are going to run.  Find out if the other team does timer rotation (not all do)
* Remember that we’re all parents/volunteers - at the end, thank the timers for helping out.

What to cover when meeting with the timers:

* Schedule this during the warm-ups - try to time it so it wraps up when warm ups are done (so that the timers don’t all disappear and you have to track them down again)
* Hand out stop watches to all that are timing in the first half (no need to hand out watches to those that might be rotating in after the second half)
* Tell the timers how important they are and how critical it is to get good, accurate times
* Start the stop-watch when you see the light flash (not with the horn)
* Stop the stop-watch when ANY part of the body touches the wall at the end
* Lean over the lip of the pool (if necessary) to see when the kids touch the pool wall
* Remind the timers to try to keep the starting area clear of kids / parents who are not swimming
* Go over what a ‘normal’ heat would consist of:
1. There will be an announcement of the heat and some short whistles.  If it’s a 50 meter event (kids are starting at the same end as the timers) make sure that the name on the sheet matches up with the kid who stepped up to swim.
2. There will be a long whistle - timers should cue off of that they they want to get ready to start the stop-watch.  At this time make sure you have one finger over the start-button (right button) and that the stop-watch is not currently running.  If it’s running, stop it (right buttons again) and reset it (left button)
3. There will be an announcement to the effect of ‘swimmers take your mark’ and the the starting horn.  Timers should start with the light not the horn - start the watch by pressing the right button
4. Kids swim
5. Stop the watch when any part of the body touches the pool wall at the end
6. Record the three times - do not circle any times, just write them down
7. Reset the watch in prep for the next heat (left button)
8. Go over exceptional cases that can (and will) happen
9. If a timer fails to start the watch (or starts it late / early) have them raise their hand and look for the chief / asst for a replacement watch
10. If there is supposed to be someone swimming in the lane and they are a no-show, have the timer call out their name a few times and then stick out their hand point diagonally downwards to indicate this to the ref.
11. If someone just misses their heat (shows up late, etc) have the timer raise their hand and asst / chief can talk with the ref to schedule them into a future heat
12. If for some reason only 2 times are scored have the timer raise their hand so that the ref can get the kid into a future heat (rule change?)
13. Hand out clip boards for tracking scores

\* Chief Timers and Assistant Chief Timers are considered "meet officials" and as such will be asked to attend the Officials' Briefings before each meet (which typically takes place during warm ups for about 10 minutes). These volunteers should to arrive on deck no later than 7:00 a.m. the day of the meet.

## CONCESSION ATTENDANTS

The attendants help sell food items and run the concession stand during home meets. (No formal training required)

## CONCESSION COORDINATOR

This volunteer ensures the plentiful, delicious and reasonably healthy provision of snacks and beverages for home meets. The Concession Coordinator determines the mix and volume of items required, and then places orders with vendors and calls for donations from home team families prior to the meet. The coordinator will work with volunteer attendants to set up the snack bar, manage sales, monitor the replenishment of items during the meet, and coordinate pull-down and cleanup after the meet.

This person also periodically delivers water to other volunteers, particularly meet officials and timers, during home meets. In addition, this person helps set up and clean up for the 3 pasta parties, breakfast buffet and end of season party. It’s recommended that this person have 2-3 people helping them. (No formal training required)

## MEET MARSHALS\*

Each team will provide one Meet Marshal at every meet. The Meet Marshal will supervise the warm up period and usually serve as relay take-off judges during the age group relays (events 21 – 30) and the mixed-age relays (events 51 and 52). (No formal training required) **Need to be at the pool by 6:45 am.**

\* Meet Marshalls are considered "meet officials," and as such will be asked to attend the Officials' Briefings before each meet (which typically takes place during warm ups for about 10 minutes). These volunteers should arrive on deck no later than 7:00 a.m. the day of the meet.

## REFEREE

The Referee has full authority over all officials. The Referee shall enforce all of the rules and decisions of the RSTA and shall decide all questions relating to the actual conduct of the meet. The Referee can overrule any meet official on a point of rules’ interpretation or on a judgement decision pertaining to an action which the Referee has personally observed and shall also disqualify swimmers for any violations of the rules that the Referee has personally observed. (**RSTA Officials training required)** **Need to be at the pool by 6:45 am.** The Referee needs stay after the meet to sign the meet result to be official.

## RUNNER

After each heat, the card runner collects the timer cards from each lane and the DQ slips from the Stroke & Turn (S&T) Judges and delivers them to the scorers. This must be done expeditiously to ensure that the scorers continually have data to input to the computer to keep the meet going in a timely manner. At Hunters Woods, there are three S&T judges to collect from, don’t forget the judge over on the corner by the diving board. It is very important that the DQ sheets be submitted with the timing sheets to ensure accurate scoring. Please familiarize yourself with the judges; they will be all in white.

## STARTER

The Starter is one of the most important officials in a swim meet. The Starter, in conjunction with the Referee, determines the fairness of the beginning of each heat. The Starter is the official in complete control of the meet from the time he receives a signal from the Referee to begin a heat until the swimmers are in the water. (RSTA Officials training required) **Need to be at the pool by 6:45 am.**

## STROKE AND TURN JUDGES

A Stroke and Turn Judge is an arbiter of fairness, a determiner of standards and a teacher of children. At least two Stroke and Turn Judges are required for each meet, one for each side of the pool (three are required at Ridge Heights). When a violation of the rules is observed, the Stroke and Turn Judge must raise a hand and complete a disqualification slip with the event number, heat number and lane number plus a description of the infraction. **(RSTA Officials training required)**

## STROKE AND TURN JUDGES SHADOW

For new stroke and turn judges who have attended training. Must complete three shadow slots before taking an official S&T slot. **Need to be at the pool by 6:45 am.**

## TEAM COMPUTER COORDINATOR (TCC)

**FULL SEASON COMMITMENT.** Prepares meet data for Meet Manager software. Computer experience a must. This volunteer manages swimmer data, meet entries and meet results reporting for the team. Primary responsibilities include:

1. At the beginning of the season (three or more hours depending on experience)
	1. First time TCCs **will spend several hours in training** and becoming familiar with Hy-Tek’s Team Manager and Meet Manager software
	2. Set up the team database
	3. Implement a system to be used by the coaches for determining and sharing meet entries
2. Prior to each meet (approximately 2 hours)
	1. coordinate with the Head Coach to collate team event entries and submit them to RSTA for the meet seeding process
	2. once a meet has been seeded electronically distribute to the managers the meet program, swimmer entries lists, and other reports as requested
3. Prior to HOME meets (approximately 2 hours)
	1. print, cut and sort timing sheets
	2. print 6 meet sheets (for Referee, Starter, 4 Stroke& Turn) up and bring them to the HOME meet
4. The morning of a HOME meet (arrive about 45 minutes before meet starts)
	1. deliver timing sheets to the Clerk of Course
	2. setup the computer and related equipment used by the scorers during the meet
5. After a HOME meet (about 30 minutes, and after the meet has been fully scored)
	1. Print the labels for the ribbons for both teams out
	2. Pack up the computer and related equipment
	3. submit meet results to the league
6. After ALL meets use the Hy-Tek software to print out the labels at the pool after the meet.

## TEAM EQUIPMENT MANAGER

## FULL SEASON COMMITMENT. Ensures that the equipment required to run dual meets is:

* available at the pool for setup at the appropriate time
* collected completely at the conclusion of the meet
* stored safely when not in use
* maintained and always usable when it is needed

**Many equipment managers play a key role in meet setup on Friday night and 6:30am on Saturday mornings, and tear-down.** Equipment includes all of the equipment to run a meet except for the scoring computer and printer, which are handled by the Team Computer Coordinator. (No formal training required)

## TIMERS

There must be three timers for each lane. Each team must be represented by at least one timer in each lane. One timer in each lane should be nominated as the scribe. The scribe will record the three times captured by the timers. It is not the timer’s responsibility to be concerned with whether the swimmer has a legal swim. Timers may be handed disqualification slips from Stroke and Turn Judges, these should be handed to the Runner along with timing sheets for the relevant event. (No formal training required)

FOR MORE INFORMATION SEE THE RSTA HANDBOOK—FOUND ON THE RSTA WEBSITE.