



# Job Descriptions for the NIS Swim Meet

## **Meet Manager:**

Oversee the function and operation of the meet. Makes sure the meet follows its scheduled time as closely as possible. Has the final say in disputes and is organizer and chair of protest committee.

**Head Referee:** The manager of the other meet officials. Maintains communication and coordination between the starter, chief timer, finish judge, stroke and turn judges, timing head quarters amongst others. Manages disqualification cards & informs swimmer or coach of disqualification and then have he DQ slips deliver via the **Runner** to the **HQ Computer Software Operator**.

**Starter: “Whistle...Take your Mark...Horn” One long whistle** swimmers to take the block, (check the scoreboard has been reset). Make sure all swimmers appear ready; give them no more than 10 seconds on the blocks. (In backstroke give them no more than 15 seconds to get ready). **“Take your Mark!”** Wait until all are still (2 seconds max), if they are not ask them to stand-up and redo your call “take your mark.” Press the button for the start, **“Horn”** Starter is also **Start and Finish Judge** for all lanes numbers and has the authority to disqualify; inform Stroke Judge.

## **Stroke and Turn Judges (#1. window side, #2. small pool side):**

Ensure strokes and turns are completed according to rules of the meet. Walk the deck - responsible for 3 lanes each. Send DQs or warnings to Head Referee. Can inform swimmer upon exit from water.



### **Announcer: in the pool**

1. May start the meet by welcoming swimmers and spectators to the meet, stating the schools competing and wishing the swimmers good luck in their events (depending on set-up of the meet).
2. Keep the meet running briskly by wasting no time between events.
3. The announcer can ask for lots of cheering during the races but insist on quiet for the start. (Will probably have to remind swimmers several times during the meet that they must be quiet for the start.)
- 4 Announce the first event and announce individual swimmers names where appropriate, reading from the program (if lots of events do not list swimmers names, mention only the school).  
When all the swimmers from the last race have cleared the pool announce the next event.
5. Throughout the meet may announce the latest scores, meet records, school records, final scores if applicable.
6. Remind swimmers throughout the meet not to stand on, grab or hold onto the time pads.
7. Announce upcoming breaks where applicable.

### **Announcer: in the gym:**

1. May start the meet by welcoming swimmers and spectators to the meet, stating the schools competing and wishing the swimmers good luck in their events (depending on set-up of the meet).
2. Announce the events and announce individual swimmers names where appropriate, reading from the program to call swimmers into the marshaling area / room.
3. Announce any records broken, remind swimmers not to hand on the time pads, reminder on over-head starts and swift movement out of the pool once the next heat has proceeded. Pointing out where the toilets are, the catering or any other sale of items.
4. May conduct interviews of swimmers/coaches, plays music in between calling the events.
5. General entertainment of the athletes / coaches.
6. Announce upcoming breaks where applicable.



**Off Site Marshal Gym (Off Site in the gym):**

Announce names & Check names of swimmers in up coming races. Place them in lane order. Feed these competitors in their assigned heat and lane order to the 'Ready Room' (PE store room in Gym).

**Off Site Marshal Gym Student-Helper (Off Site in the gym):**

Operate the iPad/PC that shows the upcoming heats/events

**Off Site Marshal Ready Room (Off Site in the PE store room, next to PE office):**

Announce names & Check names of swimmers in up coming races. Place them in lane order. Line these competitors up in their assigned heat and lane order to send them to the pool on time (communicate via walkie-talkie with the **On Deck Marshals**).

**Lane Card Distributor:** Hand out entry cards to swimmers if applicable.

**On Deck Marshals (bleachers area side of pool):**

Arrange swimmers on bleachers for upcoming races according to their lane assignment. Shift swimmers through the "On Deck" bleaches. Check they have their lane card\* & that the information on the card is correct.

**On Deck Marshals Student-Helper (bleachers area side of pool):**

Shift swimmers through the "On Deck" bleaches, making sure the seats are always occupied and the next heat is ready to go.

\* (if lane cards were distributed)



**Timers: 1. Stop Watch** Take event entry card from swimmer. Check swimmer is the right person in the right lane. Do not allow a swimmer to swim unless they are carrying a card with their name on it. Stopwatch timer writes stopwatch time on the swimmers entry card. Entry card placed in the basket next to block.

**2.** Use plunger to stop electric timer (just in case a touch pad fails). Timers click on the finishing touch of the swimmer in their assigned lane. They must lean over the end of the pool for accuracy. Hit touch pad if scoreboard clock is still running after swimmer finishes.

**Place Judge (if applicable):**

On each slip of paper, write down the event and heat number. For each heat of each event, write down the order in which you see the swimmers finish e.g. 2, 1, 4, 5, 3. To finish, you must see the swimmer touch the wall. A **Runner** will collect your slip from you after each heat to add to the lane slips for that heat.

**Runner: (if applicable):**

**Collect all lane cards (time-entry-slips) from each lane**

Collect the **Place Judge slip** from the finishing judge if applicable.

Collect any DQ (Disqualification slips) from the **Stroke and Turn Judges** or **Head Referee**

Hand all slips to **HQ Computer Software Operator.**

**HQ Computer Software Operator:** Run Hy-Tek Meet Manager. Record new entries up until 30 min. before start of swim meet. Scratch swimmers as informed, input DQ's. Print reports, scores, and ribbon labels as needed.

**HQ Daktronics Timing System:** Run console. Communicate with Starter on race readiness. Communicate with HQ computer operator on race results.

**Ribbons, Medals & Reports: (#1 on pool deck, #2 near HQ software operator) #1.** Hand out heat winner ribbons after each race. **#2.** Stick printed ribbon labels on 1<sup>st</sup> to 6<sup>th</sup> place ribbons and/or medals and organizes ribbons into age and gender groups. Organization of Medallions and Trophies. Collates and distributes printed ‘events standing’ reports.

**Head of Volunteers:**

Checks the list of volunteers and jobs to do, to make sure all jobs are filled and all volunteers have shown up in their allocated positions to do the tasks assigned.

**Substitutes:** Relieves Timers, Marshals, lane Card Distributor, etc. for quick breaks.

**Way Point Officials - Student Helpers:**

1. Stationary positioned, advise swimmers to walk the correct way from off site marshaling area to pool deck.
2. Make sure doors stay closed to pool / all exit and entry doors remain closed where necessary.
3. Advise parents to stay within their designated spectating area. Direct spectators where to sit if necessary.

**Walking Marshall - Way Point Officials - Student Helpers:**

1. Takes swimmers from the gym marshaling (room) area to the pool marshaling area.
2. Returns swimmers from the pool back to the gym after their events

