

2015 SFL Championship Volunteers

Completed forms due by : July 9th

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We need a total of 117 workers to run this Championship Swim Meet. Below is a breakdown of the list of workers and a brief description for each job. **Workers need to check in at the volunteer table and report to their area two events before their event#/shift is started.** We will be announcing shift changes over the sound system. We will have 3 shifts: **Early shift will be 7:00 am – Event #1, 1st shift will be event # 1- event #30, and 2nd shift will be event # 31-event # 64.** The early shift from 7:00 am – event#1 is for the following positions: admissions, meet program seller, volunteer check-in table, and marshals. An order of events sheet is attached at the end of this document for your reference. Don't forget in many of these jobs you can see children swim.

On the day of the meet please:

1. Check in at the volunteer table (please note, volunteers do not pay an admission charge).
2. Fill out a name tag with your name and the position you are working.
3. Report to your area approximately 10 minutes before your event number begins.
4. We will be calling for shift changes over the PA system.

Volunteer /Team Check-In Table (1) Check in teams and volunteer workers. You will notify Oxmoor Coordinator of any missing volunteers for shifts so they can be called over the sound system. Check-in table will be located inside the conference room off of the lobby. The shifts are: Extra shift 7:15 am – event #1 (for admissions, meet program seller, volunteer check-in table, and marshals); Shift #2 Event #27 – until all shift 2 workers have been checked in.

Admissions (2) Take admissions payment and distribute bracelets. This will be located in the lobby.

Meet Program Seller (1) Sell meet programs. This table will be located in the lobby. Please note there is an extra shift for this position that runs from 7:15 am – event #1. This is a critical time and you must be on time in the morning. The other 2 shifts will remain the same, however, shift 2 will end when we run out of meet programs. Extra shift will be 7:15 am – event #1; First shift will be event #1-event #30; Second shift will be from event # 31- all programs are sold.

Marshal (4) Make sure only swimmers, coaches, team reps, and workers are allowed onto the pool deck. Keep spectators in the viewing areas only. There will be 3 or 4 marshal stations:

Announcer (1) Make all announcements over the sound system for the meet. The announcer will work closely with the clerk of course to make sure that events are being called for the clerk of course in a timely fashion.

The announcer is responsible for but not limited to:

1. Calling events to clerk of course.
2. Announcing scores.
3. Making general announcements important to the meet.

Clerk of Course (18):

A. Head Clerk of Course (2) One will work in the girl's section and one will work in the boy's section. Seat swimmers in the proper chair and row at the clerk of course. Assign a row worker to each row to take swimmers through the clerk of course. Work with meet announcer and starter to ensure good flow of the meet.

B. Row Workers (8) Pick up a row of swimmers at the clerk of course and help them move forward row by row in the clerk of course area. Then walk them, in order, to the start end of the pool where the starter helpers

will take over. You will then go back and pick up the next row that needs a worker. You might also need to ask the head clerk of course to call for a child who has still not shown up for clerk of course.

C. Clerk of Course Runner (8) Retrieve missing swimmers for your team as directed by the head clerk of course.

Starter Helpers (4) Pick up swimmers at the start end of the pool from a clerk of course row worker. Monitor your assigned 2 lanes for the start of each heat making sure the correct swimmer is in the lane, has his/her goggles on, and knows the correct stroke to swim. It is extremely important to make sure the right child stays in place and swims in their appropriate heat and lane. This gets extremely difficult for the little ones if there is a scratch/no show. The younger swimmers tend to just step up to fill the empty spot.

Timers (17)

8 lanes, two timers at each lane and 1 head timer

If you miss the start, please raise your hand and you can exchange watches with the back-up timer. If you have a no show/scratch, please write that down.

Heat Winner Award Distributor (2) Distribute heat winner ribbons at the end of each heat.

Runners (2) Pick up and take the DQ slips from the stroke and turn judges to the computer station. Post meet results as needed. Assist computer workers as needed in retrieving information/clarification from the timers.

Backstroke Helper (8) Use kickboards to keep the swimmers from hitting their heads on the wall on the backstroke finish. The kickboard must be placed flush against the wall and may not extend out into the water. This is needed during events #7 - #12 and again during events #27 - #30.

Ribbon Workers (3) Place the stickers on the backs of the ribbons and sort them into the team ribbon storage boxes. This area will be located in the computer room on the far side of the pool. You will be working on ribbons for all teams.

Hospitality (1) Distribute water to all workers including admissions, marshals, timers, clerk of course, computer workers, and coaches.

PLEASE E-MAIL THIS COMPLETED FORM FOR YOUR TEAM TO MISSEY MUSSLER at misseymussler@twc.com by July 9th. I will be making a master copy for our volunteers. **PLEASE KEEP A COPY FOR YOUR OWN RECORDS AND BRING IT WITH YOU TO CHAMPIONSHIPS.**

Starter

Shift Time	Team	Name
Shift #1 Events #1- #30	SS	Sarah Buckley
Shift #2 Events #31 - #64	CF	Shawn Nauert

Volunteer/Team Check-In Table

(Please note that there is an early shift)

Shift Time	Team	Name
Early 7:00 am – Event #1	SS	
Shift #2 Event #27 – until all shift 2 workers have checked in	SS	

Admissions

(Please note that there is an early shift)

Shift Time	Team	Name	Team	Name
Early 7:00 am – Event #1	PF		PR	
Shift #1 Events #1- #30	HH		HH	
Shift #2 Events #30 - #64	HH		SS	

Meet Program Sales

(Please note that there is an early shift)

Shift Time	Team	Name
Early 7:00am - Event #1	HH	
Shift #1 Events #1-30	SS	
Shift #2 Event #31-64	PF	

Marshals

(Please note that there is an early shift)

Shift Time	Team	Name	Team	Name	Team	Name	Team	Name
Early 7:00 am – Event #1	CF		HL		HH		SS	
Shift #1 Events #1 – 30	PF		SS		WD		PR	
Shift #2 Events #31 – 64	HL		HL		SS		PF	

Announcer

Shift Time	Team	Name
Shift #1 Events #1-30	SS	Chad Lynn
Shift #2 Event #31-64	OX	Missey Mussler

Clerk of Course

Shift Time	Position	Team	Name	Team	Name	Team	Name
Shift #1 Events #1-30	Head Clerk of Course	PR		SS			
	Row Worker	CF		SS			
	Row Worker	PF		WD			
	Row Worker	HH		PF			
	Row Worker	SS		HL			

Shift Time	Position	Team	Name	Team	Name	Team	Name
Shift #2 Events #31-64	Head Clerk of Course	PR		WD			
	Row Worker	CF		SS			
	Row Worker	HH		PF			
	Row Worker	PF		WD			
	Row Worker	PF		HL			

Clerk of Course Runner

Shift Time	Team	Name
Shift #1		
Events #1-30	OX	
	HH	
	WD	
	HL	
	PF	
	CF	
	PR	
	SS	

Starter Helpers

Shift Time	Position	Team	Name
Shift #1			
Events #1-30	Lane 1 & 2	WD	
	Lane 3 & 4	HH	
	Lane 5 & 6	SS	
	Lane 7 & 8	PR	

Timers

Shift Time	Position	Team	Name	Team	Name
Shift #1					
Events #1-30	Lane 1	CF		HL	
	Lane 2	CF		SS	
	Lane 3	HH		PR	
	Lane 4	HH		OX	
	Lane 5	OX		SS	
	Lane 6	HH		WD	
	Lane 7	HH		WD	
	Lane 8	PR		SS	
	Head Timer	PF			

Shift Time	Position	Team	Name	Team	Name
Shift #2					
Events #31-64	Lane 1	CF		HL	
	Lane 2	WD		SS	
	Lane 3	HH		PR	
	Lane 4	HH		OX	
	Lane 5	OX		SS	
	Lane 6	HH		PR	
	Lane 7	HH		WD	
	Lane 8	PF		PR	
	Head Timer	WD			

Heat Winner Award Distributor

Shift Time	Lanes	Team	Name	Lanes	Team	Name
Shift #1 Events #1-30	1,2,3,4	WD		5,6,7,8	CF	
Shift #2 Events #31-64	1,2,3,4	PF		5,6,7,8	WD	

Runner

Shift Time	Team	Name	Team	Name
Shift #1 Events #1-30	PR		PF	
Shift #2 Events #31-64	WD		WD	

Backstroke Helpers

Shift Time	Position	Team	Name
Events #7 – #12	Lane 1	OX	
AND	Lane 2	HH	
Events #27 - #30	Lane 3	HL	
	Lane 4	PF	
	Lane 5	CF	
	Lane 6	PR	
	Lane 7	WD	
	Lane 8	SS	

Ribbon Workers

Shift Time	Team	Name	Team	Name	Team	Name
Shift #1 Event #1 - 30	SS		HH		WD	
Shift #2 Event # 31 - 64	PR		CF		PF	

Hospitality

Shift Time	Team	Name
Shift #1 Event #1-30	PF	
Shift #2 Event # 31-64	HH	

102.1.B ORDER OF EVENTS FOR CHAMPIONSHIPS**Summer Fun League
Order of Events**

Girls Event #	Event	Distance/Stoke	Boys Event #
1	6 & Under	25 Freestyle	2
3	7 & 8	25 Freestyle	4
5	9 & 10	25 Freestyle	6
7	6 & Under	25 Backstroke	8
9	7 & 8	25 Backstroke	10
11	9 & 10	25 Backstroke	12
13	6 & Under	100 Freestyle Relay	14
15	8 & Under	100 Freestyle Relay	16
17	10 & Under	100 Freestyle Relay	18
19	8 & Under	25 Breaststroke	20
21	9 & 10	25 Breaststroke	22
23	8 & Under	25 Butterfly	24
25	9 & 10	25 Butterfly	26
27	10 & Under	100 Medley Relay	28
29	11 & 12	50 Freestyle	30
31	13 & 14	50 Freestyle	32
33	15 - 18	50 Freestyle	34
35	11 & 12	50 Backstroke	36
37	13 & 14	50 Backstroke	38
39	15 - 18	50 Backstroke	40
41	12 & Under	200 Freestyle Relay	42
43	18 & Under	200 Freestyle Relay	44
45	11 & 12	50 Breaststroke	46
47	13 & 14	50 Breaststroke	48
49	15 - 18	50 Breaststroke	50
51	11 & 12	50 Butterfly	52
53	13 & 14	50 Butterfly	54
55	15 - 18	50 Butterfly	56
57	11 & 12	100 Individual Medley	58
59	13 & 14	100 Individual Medley	60
61	15 - 18	100 Individual Medley	62
63	12 & Under	200 Medley Relay	64
65	18 & Under	200 Medley Relay	66

