

## **JOB DESCRIPTIONS** **GRAL Championship Meet**

**EACH TEAM WILL PROVIDE THEIR WORKERS WITH NAME TAGS INCLUDING TEAM NAME AND JOB (sticky labels are perfect)**

### **CHAMPS' COORDINATORS**

These individuals represent the link between GRAL and their teams for the distribution of information about the championship meet in July. The following needs to be completed by these individuals:

Give names of 'no show' swimmers to Clerk workers in the morning or as the swimmer drops out of the meet

Make sure your team has stop watches, plus extra in case one dies

Assign a coach to be responsible for medal pickup

Remind parents they are not allowed in the Clerk area on Saturday

Stress to families that swimmer with no shoes + no towel = no swim

Get team banners/signs for hanging to VP of Champs by Thursday prior to Champs

Lend a hand if you see anything that needs doing!

Arrange to have t-shirts and heat sheets distributed to team families

**Make name tags for volunteers with team name and job – family name optional**

Get a set of walkie-talkies or cell phones that can call each other for free (usually a family plan includes this capability) for workers if you have gym city and pool deck announcing job assignments  
**Complete all forms to be turned in at Champs' Registration in July**

Be sure to follow up with your team that they have voted on the following:

#### **LEN EVERETT AWARD**

This is to be voted on at the July GRAL meeting by secret ballot. Details about this can be found in the GRAL Handbook. This award is presented at the Championship meet.

#### **COACHES' AWARD**

This is to be voted on at the July GRAL meeting by secret ballot. This award is to recognize coaching excellence by peers, voted on within divisions. Details will be distributed to coaches at their June meeting. This award is presented at the Championship meet.

#### **HEAT SHEET BOOK/SUPPLY SUBSTITUTES FOR WEEKEND JOBS**

This job is the only one NOT assigned, but a team may sign up for. The team is responsible for assembling all the team ads to be included with the heat sheet and delivered to VP of Champs by Sunday evening following Saturday registration. Their parents will be ON CALL to fill in at a moment's notice throughout the weekend for any job needed.

#### **CLERK**

The assigned team will have 6 workers: Information to be distributed at July 6 meeting

**MEDALS**

The assigned team will provide a minimum of 4 workers to attach labels to the medals and organize distribution to the team contact person; 2 boxes will be assigned per team, with 1 box to be left on the sorting table at all times (a team coach may only remove a full box and replace it with an empty box to pick up medals); any medals not collected will be left in boxes, top secured, and brought back to Richmond with other equipment to be picked up at September GRAL meeting or through other arrangement

Shift 1 – 11:00 a.m. until 2:00 p.m.

Shift 2 – 2:00 p.m. until 5:00 p.m. or when medals completed

**FALSE START ROPE**

The assigned team will provide 2 workers to assist on deck where needed – may be a job other than false start rope

**TIMERS**

The assigned team will provide 3 workers and watches for their use; they are to report at 9:40 a.m. behind the blocks for the morning session and 1:10 p.m. for the afternoon session behind the blocks for a meeting with the Head Timers; timers are to verify the swimmers prior to each heat; timers are to assist swimmers in exiting the pool; timers are to follow all guidelines as discussed by the Head Timers

**HEAD TIMER**

The assigned team will provide 2 workers and 6 watches for their use; they are to report at **9:40** to the referee area to organize clip boards for timers and at 9:40 behind the blocks to instruct the lane timers in getting accurate times and how to record the information; they will also provide watches to timers whose watches malfunction during the sessions

**DECK SECURITY**

The assigned team will provide 3 workers to stand at designated area to limit access and control traffic flow of swimmers and spectators; morning session workers report at 9:45 to the referee area and work until approximately 1:00; afternoon session workers report at 1:15 to the referee area and work until the end of the meet (1 on each side of clerk areas(2 total); 1 at door near registrar/computer)

**ANNOUNCER GYM CITY AND POOL DECK**

The assigned team will provide a minimum of 2 workers for announcing of events for clerk of course; 1 worker will announce using the system provided; 1 worker will remain in the pool area to CALL gym worker to announce event in the clerk– **THE EVENT IN CLERK IS TO BE POSTED IN THE GYM**; pool announcer will announce events as they proceed during the day

**RUNNERS**

The assigned team will provide 6 workers to man the following areas;

1 will work taking referee signed DQ cards to table workers and **notifying racquetball court teams** of event recently placed behind the blocks;

3 will work on deck collect DQ cards from Stroke and Turn officials and delivering to referee;

2 will post results on wall area outside of locker room entrances

**DECK WATER**

The assigned team will provide 3 coolers filled with ice and loaded with supplied water bottles for coaches and on deck officials; **water will be provided by GRAL**; team to furnish cooler with ice; check with team from Saturday morning session for use of cooler throughout day; check with team from Sunday morning session for use of cooler throughout day; keep supply from dwindling during sessions; empty and clean out at the end of the afternoon session

### **COACHES' SPACE / MEDAL ROOM CLEAN UP**

The assigned team will provide workers to set up space in racquetball court where medals are set up by 8:25 and set out snacks for coaches (to be provided); workers will maintain area (keep clean/free of garbage); workers will organize area for lunch delivery and clean up after lunch  
The assigned team will collect any leftover trash as the end of each afternoon session in the racquetball court areas (hallways outside doorways, also); workers will notify meet director if additional trash containers are needed or need to be emptied during the sessions

### **LOST/FOUND**

The assigned team will sweep locker room, viewing area, deck area, gym city, and racquetball rooms throughout each day to collect left behind items; these items will be available at the September GRAL meeting and then given to the Salvation Army; workers will also make sure pool deck and stands area are clean of trash

### **GYM CITY CLEAN UP / RACQUETBALL COURT**

All team contact persons will collect any trash remaining after their team leaves at the end of each afternoon session; Contact persons will notify meet director if additional trash containers are needed or need to be emptied during the sessions; **all teams are responsible for Saturday and Sunday afternoon sessions cleanup** with Champs' Coordinators verifying their teams' space is clear before leaving on Sunday.

### **GYM SIGNS**

The assigned team will display signs provided: "No Shoes, No Towel = No Swim" by gym doorways; "No Standing" on glass below railing; any other signs that may be needed; use tape provided by Freedom Aquatic Center/VP of Champs. Remove all signs at the end of the session on Sunday and return to table near announcer in pool area.

### **GYM MAPPING**

The assigned team will arrive Saturday morning to assist in MAPPING off team areas in gym city using supplies provided by the Freedom Aquatic Center on Saturday morning (7:00 a.m.); the assigned team will remove all tape Sunday afternoon at the end of the session (may begin prior to the end of the meet)

### **HALL MONITOR**

The assigned team will provide 1 or 2 workers to stand at the pool exit area to ensure that the swimmers dry off before leaving the pool area; workers will also make sure that hallway area are dry by using towels during the meet (bring extra towels that can be used for this purpose) (towels also provided by Freedom Center)

### **CERTIFIED OFFICIALS**

There are no assigned teams as officials are selected from a pool of volunteers that meet a 3 year minimum requirement for having served in their position. Volunteers are needed for:

**Referee      Stroke and Turn      Starter**

If your team has qualified persons who would be willing to work a session, please forward their names to the Vice President of Clinics or GRAL VP of Champs