

## JOB DESCRIPTIONS 2011 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 swimmers 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

Be prepared to cast the team vote for the LEN EVERETT AWARD (form on-line)

Details about this can be found in the GRAL Handbook. This award is presented at the Championship meet.

**COACHES' AWARD** is to be voted on at the July GRAL meeting by secret ballot by your team's coaches and parent rep's. This award is to recognize coaching excellence by peers, voted on within divisions. The ballot can be found on-line. This award is presented at the Championship meet.

### CLERK

The assigned team will have 6 workers: There will be benches on deck in front of the bleacher area to run clerk. The workers will have heat sheets to arrange the swimmers in the correct order. Entire events will be taken to the area behind the blocks. Clerk will be run just like at a home swim meet. One clerk worker will notify the announcer of the next event to be called. One clerk worker will inform the racquetball courts of the next event to be called (can be the same person). One clerk worker should walk each event to the area behind the blocks. Make calls for the next event early enough to allow travel time from the gym.

### MEDALS

The assigned team will provide a minimum of 4 workers at a time (may have a couple of shifts of 4) to attach labels to the medals and organize distribution to the team box; 2 boxes will be assigned per team, with 1 box to be left on the sorting table at all times (only a team coach may 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 arrangements.

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 are completed

### 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

NOTE: smaller teams may be grouped together to meet the 3 timers needed per lane.

## **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 2 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 corner of warm-up pool behind clerk to monitor kids in warm up lanes – keep out of first 6 lanes by play pool end; 1 at door near registrar/computer to keep kids from exiting pool area via hallway)

## **BATHROOM/LOCKEROOM SECURITY**

The assigned team will provide 2 workers to periodically sweep through the locker rooms to make sure all children are accompanied by an adult and showing proper respect for the facility. Swimmers are not allowed in the sauna area and should not be playing with the swim suit dryers. Report any problems to the Meet Director or if an emergency, the pool manager.

## **ANNOUNCER GYM CITY AND POOL DECK**

The assigned team will provide a minimum of 2 workers for announcing events for clerk of course; 1 worker will ‘announce’ in GYM CITY using the lighted sign system provided; 1 worker will be in the pool area making announcements and will contact the announcer in Gym City (suggest having a set of 2 way walkie-talkies or cell phones with text messaging) when the gym worker needs to announce event to go to the clerk.  
Pool announcer will announce events as they proceed during the day while stationed near the referee table.

## **RUNNERS**

The assigned team will provide 6 workers to man the following areas;  
**2** will work taking referee signed DQ cards to table workers and assist clerk in **notifying racquetball court teams** of event being called to clerk;  
**2** will work on deck collect DQ cards from Stroke and Turn officials and delivering to referee;  
**1** will work to collect time sheets at the finish of each event  
**1** will post results on wall area outside of locker room entrances

## **DECK WATER**

The assigned team will provide 3 coolers (or a couple of oversized) filled with ice and loaded with supplied water bottles for coaches and on deck officials; **water will be provided by GRAL**;  
Afternoon team to furnish cooler with ice: check with team from Saturday or Sunday morning sessions for use of cooler throughout day. Keep water bottle supply from dwindling during sessions; empty and clean out at the end of the afternoon session. If you need more and can't find it, locate VP of Champs @ meet.

## **COACHES' SPACE / MEDAL ROOM SET UP & 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 at 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 and team members 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 TAPING & SIGNS**

The assigned team will assist Meet Director (VP of Champs) taping off the gym floor at 6:45 A.M. Saturday; secure signs to racquetball courts with number signs; 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. The assigned team will remove all signs at the end of the session on Sunday and return to table near announcer in pool area. They should also remove all tape from gym floor on Sunday (this may be done at anytime during session 4). Minimal taping is done to create walkways in Gym City and the front edge of team spaces. Large laminated numbers are taped to floor area to indicate space number.

## **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 for this job as officials are selected from a pool of volunteers that meet a 3 year minimum requirement or are USS certified 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

## **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. The team parents will be ON CALL to fill in at a moment's notice throughout the weekend for any job needed.