Agenda

- GRAL Handbook
- Personnel & Equipment
- Flow of Information
- Table Worker Duties

GRAL HANDBOOK

Section XIII of GRAL Handbook – Table Worker Description

- **<u>Head Table worker (Trained):</u>** The Table workers receive the Timer event/lane sheets from the runners and process the information through posting of results. Tasks may include receiving and sorting Timer event/lane sheets, computer input reports, labeling ribbons, DQ envelopes, and posting results and scores.

Update

- In 2020, it was determined that the league would once again take responsibility for training table workers. This training was offered for the first time in 2020 and is required in 2021 for Head Table Workers.
- Similar to Clerk of Course, only the *Head* Table Worker needs to be trained and certified. On-the-job training will be provided to other Table Workers via the Head Table Worker.

- **TRAINING** – The Head Table Worker must complete the GRAL training courses and pass the written test during the first year of service OR if certification is NOT continuously maintained. Those who have been in the position prior to 2020 will also need to complete the training course and pass the written test. There is no walking requirement for Head Table Worker.

- **Recertification**
  - Work a minimum of two halves per year.
  - Pass GRAL written test every other year.

PERSONNEL & EQUIPMENT

Personnel Needed *Per Half*

Home Team

- **Head Table Worker**
- Table Worker
- Ribbons Labeler (2nd Half only)
- Other related workers:
  - Computer Rep
  - Data Checker
  - DQ Cards Runner
  - Time Sheets Runner

Away Team

- 1 to 2 Table Workers each half
  - Away team will tell Parent Rep the number they request
- Ribbons Labeler (2nd Half only)
- Other related workers:
  - Computer Caller

Equipment Needed

- Scissors to cut the time sheets
- Calculator
- Pencils (regular or red, if you want to be fancy)
- Erasers
- Pencil Sharpener
- Blue highlighter for No Shows
- Pink highlighter for DQs
- (2) 9X12 Envelopes for DQ cards

- Paper clips and rubber bands to keep things in order
- Masking tape to hang results
- Meet program (provided at meet)
- Top Times List by Event (if you are helping to audit relays, changes each meet)
- Ribbons (provided by home team)
- Ribbon sorting boxes for each team

- Table Workers cut the time sheets in half, separating the girls' from the boys' events.
- Table Workers process the information (times, DQs, etc.) and gives the processed sheets to the Computer Rep to input
- The top copy of the 2-ply DQ cards, the top copy goes to the computer and the bottom copy can go to the coach

- Computer Rep prints the time sheets (2 on a page) and puts them on the timer clipboards

1. Computer

4. Table Workers

2. Timer Clipboards
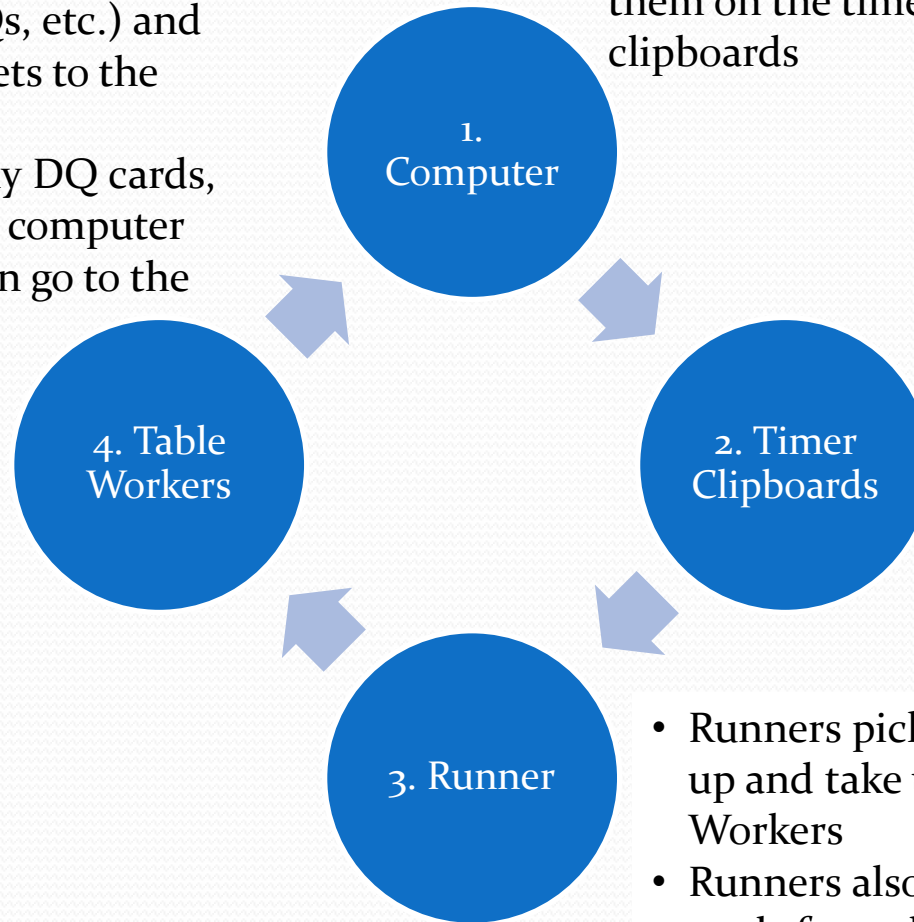
3. Runner

- Timers write in the times and runner picks them up

- Runners pick the time sheets up and take them to the Table Workers
- Runners also get the DQ cards from the Strokes and Turns Judges, take them to the Referee to sign off and then to the Table Workers

More Information

- The Computer seeds the meet and puts the swimmers in their lanes and heats
- The Computer Rep prints Meet Programs and the Clerk uses that to set the swimmers
- When the swimmers get to the timers, their names should already be on the clipboard
  - Timers are asked to check the swimmer's name to make sure s/he is in the correct lane
  - Sometimes the timers will have to write the name next to the time to make sure the swimmer gets the right time (if s/he swam in the wrong lane, for instance)
  - The Clerk of Course and/or Referee should have the most accurate record of who swam where. It may be necessary to check with them.
- There will be no time sheets for relays.
  - Instead, relay cards are given to the clerk who sends them with the swimmers to the timers
  - The relay cards will also come to the table workers, via the runners

TABLE WORKER DUTIES

Table Worker Duties

- When you receive the time sheets from the runners:
  - Cut the sheet in half to separate the boys' events from the girls' (girls will be on top)
  - Highlight with BLUE highlighter those children who did not swim and write NS for no show if it isn't already written
  - Circle the final time for each swimmer (instructions to follow)
  - Highlight with PINK highlighter those children who are DQ'd
- This is the same process for relay cards
- Deliver the processed time sheets/relay cards to the computer rep to input
- Receive results from computer rep and tape them up in the designated area
- Deliver the score results to the announcer if asked

Time Sheets

- Timers will write three times on the sheet in the space indicated
  - Timers should NOT be circling times or writing in the official time
  - If they do, make sure you check it for accuracy and ask the head timer to inform the timers not to do so
- You will circle the MEDIAN time for each swimmer
  - The median time is the time that falls in between the other two times when you list them in order of smallest to largest
  - Make sure you look at the seconds in addition to the hundredths of seconds! (e.g. 57:28 is faster than 58:18)
  - If there are two times that are the same, choose one of those to be the median time
  - If there is only one time, you must get a Referee Signature
- Remember to highlight children who didn't swim (they won't have times) with a blue highlighter and write "NS"

Time Sheets

- This is an example of a time sheet with the median times circled:

Event 2 Girls 9-10 100 SC Meter Freestyle Finals   **Official Time**

Lane 2	Heat 1	CONTI, PEYTON M 9	MRA	NT	2:01.06	2:01.96	(2:01.56)
Lane 2	Heat 2	CIVILS, ALYSSA M 9	MRA	NT	1:56.28	1:57.38	(1:56.98)
Lane 2	Heat 3	MCGHEE, CALLIE 9	MRA	NT	1:49.01	(1:49.01)	1:48.78
Lane 2	Heat 4	HAGGERTY, VICTORIA E 10	MRA	1:41.50	(1:41.41)	1:40.00	1:41.52

- If seeding has been changed, then you may see a name written in and times written next to it.

DQ Cards

- When you receive a DQ card, first check to make sure that it has been signed by both the Referee AND the strokes and turns judge
  - If not, send it back to the Referee for signature
- Then find the heat and lane in the meet program that match that of the DQ card
- If you get a DQ card and there is no swimmer in that heat/lane combination, return it to the Referee
- Write the child's name and team in the space provided on the DQ card if this has not already been done. If the name has been written in double-check it. If it appears wrong, consult the Referee.
- Then take your Pink Highlighter and highlight the child who was DQ'd on the Time Sheet. Also write "DQ"
- If a swimmer has been re-seeded, then his/her name will be written in on the time cards. You may want to double check that swimmers aren't receiving a DQ that could be meant for someone else. When in doubt, ask the Referee.

DQ Cards

- Rip off the top and give to the computer worker with the time sheets. Put the bottom copy in a pile for the coach to take.

- Periodically deliver the coaches' stacks to the coaches, or they will pick them up during or at the end of the meet.

- If the bottom copy is missing, it may be because the referee already gave it to the coach.

- Note that DQ cards may come in a little later than the time sheets; you may want to wait for them

- If you get a DQ card and you have already sent the time sheets to the computer, just go let the computer rep know

DQ Card

Event, heat and lane filled in by the judge

Name and team filled in by table worker

Initialed by the Judge and Ref or returned

Special Situations

- If you get a time sheet that only has two times written on it (instead of the usual three), then you will need to find the average of the two times and write that in the "Official Time" space.
  - For example, if the times are 58:13 and 59:06, then the average time will be 58.59
  - You always **round down** as the swimmer gets the benefit of the doubt (for example, the average for the times above is really 58.595)
- If you get a time sheet that only has one time, the Computer Rep will use that time, but you must get the Referee to sign the time sheet first
  - Also check with the Referee or Starter for an order of finish to provide to the computer rep.
- If you notice that you are getting a lot of only-two-times or only-one-time situations, let the Referee or Head Timer know
- Also, if you notice that you are seeing a lot of situations where two times are exactly equal for a child, alert the Referee
  - It may be that the timer missed the finish and is just writing in a time and effectively choosing the time for that swimmer

Ribbon Labeler Duties

- Receive labels from the computer rep and stick them on the ribbons
- Labels will be printed by event and will combine home and away teams
- There is a potential for 5 of each type of ribbon per race
  - Each division will have ribbons for 1st through 6th place
  - In tri-meets, the ribbons go through 8th place
  - The ribbons used to differ by division, but they no longer do
  - If your team still has ribbons that say "Senior Varsity" etc., you are welcome to use them
- Ribbons are provided by the home team for both teams
- File the ribbons in the correct ribbons box

QUESTIONS?

- Email officials@gralva.com