

Volunteers!

As with all activities, we count on volunteers to make our program run. Without the support of our dedicated parents we would not be the team we have grown to be. Please sign up to volunteer. We need everyone's full assistance to have the best season possible!

OFFICIAL's TABLE VOLUNTEERS

To Include Directors, Announcers, Scorers, Recorders, Ribbon Writers, Runners and Timers:

All of the Official's Table Active Volunteers Must:

1. Be of a professional manner and stay focused on job at hand.
2. Wear appropriate, non-swimwear clothing, preferably a Polo/Sleeved Shirt & nice Shorts.
3. Keep any and all cheering to a low minimum.
4. Keep personal conversations to a minimum.
5. Must stay away from Microphone during any conversations.
6. Be the Only People at the Table during Meets, to include your swimmers and spouses.
7. Try to offer ½ Meet Shifts that change after IM.
8. Work both home Meets and away Meets with the exception of the Announcers and Runners.

Announcers:

Start meet by welcoming the visiting team.

Bring attention to flag at top of hill and ask people to stand for the Star Spangle Banner.

Read Heat Sheets as noted in this order:

Event #
Event Name
Heat Number
In Lane Order from 1 – 6:
Lane #
Name
Pool

Example:

Starting with Event #1

Girls 15-18 100 Freestyle

Heat #1 of ??

Swimming in

Lane 1, Julie Smith, Pine Ridge

Lane 2, Jane Doe, Hillcrest

Lane 3, Alice Brown, Pine Ridge

Lane 4, Sally Jones, Hillcrest

Lane 5, Lynne Twin, Pine Ridge

and in

Lane 6, Kathy Carr, Hillcrest.

Hand the Heat Sheet to the Runner immediately after Announcing.

Next Heat always gets announced just after the buzzer goes off to start the previous Heat. Do not wait as there are times where we need to see if spaces are available and this gives us that time to make adjustments if necessary. In addition, the cheering can get loud at the end of an event making it hard to hear.

Combination Heats get read as described with a "Listen carefully" before stating that there is a combination heat. If necessary, announce a quick lane and first name a second time.

"Lookouts" are to try to place a swimmer in an open spot due to a no show who is slated to swim alone in a later heat.

"Treat Heats" are labeled Heats where the winner gets a coupon to spend at the bake table. Please announce the treat heat after reading the names and instruct the winner to come to the scorers table to get their coupon.

At the End of the Individual Events, announce

"This concludes our individual events, Pine Ridge will meet at the diving board and "visiting team" will meet by the playground to get ready for the Relay portion of the Meet"

Announce the start of the relays. All relays are read simply by:

Event #

Event Name

Lane #

Team.

For Example "Starting with Event #52 Girls 100 Meter Medley Relay, in Lanes 3 & 5 is Pine Ridge and in Lane 4 is Hillcrest.

End Meet with Thanking Visiting Team for coming, Pick up any Trash in your Area. As both teams swam extremely well, we wish to congratulate _____ for winning the meet.

Speak in a clear voice.

Preview the meet with directors before starting.

Pre-read each sheet before announcing.

Do not elaborate on any swimmer, to include your own, unless requested by Directors.

Announcements are only made at the request of the Pool Manager or cleared by the Directors.

Announcers switch off after IM has concluded and the 2nd half announcer announces the first Back Stroke Heat.

Scorers:

Scorers MUST use BLACK ink only.

Scorers MUST write legibly and in simple print.

Scores are taken off of the White Heat Sheets only. Colored sheets get passed to Recorder.

Home Team is Official Scorer.

Home Team uses Official's Spread at the top of the sheet to mark 1-3rd place, but documents times as noted.

No Team can Sweep a Heat. As long as a swimmer is in the water for an opposing team, they would get 3rd place points.

Points are as follows for individual events: 1st place – 5 points, 2nd place – 3 points, 3rd place – 1 point.

BEFORE WRITING ANYTHING... Double check that Event Number on the Heat Sheet corresponds with where you are writing the information on the Score Sheet as there are some events that do not run due to no swimmers on either team.

Write Name of Swimmer with abbreviation of pool next to it for 1st, 2nd and 3rd place.

Keep score by team giving the appropriate points down the appropriate columns. Place the Event points in the upper left portion and add the accumulated total in the bottom right portion of the square.

Compare totals and information with opposing team scorer from time to time.

Relays must have all first and last name swimmers logged to be official. Winning relay gets 7 points and losing team gets 0 points. If meet is more than a 42 point spread, the relays most likely will be deemed "Unofficial" and information/documentation is not necessary.

Recorders:

All records are kept in Team Manager software by Meet under Results. Computer will be ready to go at start and automatically saves input as you go.

Confirm Event number in computer with event number in Heat sheet.

Please be sure to Double Check all Names & Entries as this information drives the results that enter each swimmer into the Championship meet.

All of our swimmers times are logged, regardless of heat or disqualification.

Time Entries are entered straight without any symbols. For example, 1 minute 29.10 seconds, written on heat sheet: 1:29:10 should be entered 012910.

Away Meets that have differing Pool Lengths will have a time conversion factor, automatically changing your input time to be 25 meter comparable, so be sure to double check your time before leaving the field.

All places should be documented by Heat.

Disqualification can be logged by clicking in the DQ field and then pressing the space bar to check the box.

When Individual events are over, the documentation is finished as the relays are not entered.

Ribbon Writers:

Home Meets:

1st, 2nd & 3rd place – Heat 1 for both teams.

1st, 2nd & 3rd place – Heat 2 and up for our team.

Heat Winners – Heat 2 and Up for other team.

Great Swims – Our Team for those under 15 who do not place

Green WOW – All 6 & Under are handed out at water exit.

NO RELAY Ribbons are Written.

Away Meets:

1st, 2nd & 3rd place – Heat 2 and up for our team

Great Swims – Our team for those under 15 who do not place

(The other team writes for our Heat 1 placing swimmers)

Timers & Runners:

Timers:

Stop watches are provided.

Timers and Runner typically change shift after IM.

All Timers and Runners meet at the beginning of the Meet with the officials to train and refresh rules.

Timers are assigned either a lane of the opposing team to clock or Back Up duty.

Timers start Watch at sound of buzzer and end only at swimmer's touch of wall.

Timers must call for Back Up Timer by raising their hand if any trouble exists during an active event.

Back up timers start watch at sound and proceed to a lane that holds up a hand.

At end of race, Timers are to physically show Runner the Watch and Read Time as well.

DO NOT CLEAR WATCH until the Runner has WRITTEN the time on the sheet.

Runners:

Obtain Heat Sheet from Announcer and place on provided Clip Board.

Please write in Black Ink Only.

Reading which lane you could get time from fastest first to last place, proceed to lanes and obtain time from Timers.

Read Time on Watch as well as Listen to Timers tell you the information.

Once All Active Lane times are obtained, go to the official to ask for the spread.

Spread will be given in order of place by lane numbers only which is written in the upper right hand corner of the Heat Sheet.

(IE: 4,1,6,3,2) Lane 4 came in first, regardless of the time, Lane 2 came in last, etc and there wasn't a swimmer in Lane 5.

He will also give any disqualification information. If not told, please ask why and mark it, along with "DQ" on the sheet next to that swimmer.

Heat Sheets get turned into the Home Team's Scorer to place out and process.

Return to Announcer for next Sheet.