

# GKAISA Championship Swim Meet

## Team Worker Job Descriptions

The following are general descriptions of the Team Worker jobs that may be assigned to your club. **It is required that all first shift workers must attend the Team Workers meetings on the morning of each day.** Clerk of Course workers have been assigned to either Boys or Girls courses and should report to the appropriate C of C tent on either the East or West end of the Aquatic Center building. The meetings for all other workers will be held in the second floor lobby area of the Aquatic Center near the Hospitality Room. Additional or modified instructions for each of these jobs may be given by officials at that time.

### LANE TIMERS

Each club will provide 2 Lane Timers for each assigned day who will be positioned at Finish End of the assigned course. One Timer will operate a manual Stopwatch (**Clubs must provide their own watches**) and the other Timer will operate a 'pickle' button and record watch time on entry card.

### MARSHALS

- Marshal 1: Positioned at pool deck level **Northeast Outside Entry Door**. Restrict any entry or exit through that door. Limit swimmers and coaches from congregating near Starter Table and interfering with Starter or Referee.
- Marshal 2: Positioned at pool deck level **Southeast Outside Entry Door**. Maintain clear aisle ways to allow smooth movement of swimmers into pool building from Boys Clerk of Course and access to Boys locker room.
- Marshal 3: Positioned at **Eastern Steps** from entry deck down to pool level deck. Restrict pool deck entry to those having coach or worker badges. Prevent exit of any wet swimmers, they must exit through locker rooms.
- Marshal 4: Positioned at **Western Steps** from entry deck down to pool level deck. Restrict pool deck entry to those having coach or worker badges. Prevent exit of any wet swimmers, they must exit through locker rooms.
- Marshal 5: Positioned at pool deck level **Southwest Outside Entry Door**. Maintain clear aisle ways to allow smooth movement of swimmers into pool building from Girls Clerk of Course and access to Girls locker room. Discourage usage of other entry doors on West end of building.
- Marshal 6: Positioned in **Upper Level Lobby**. Restrict usage of Accommodation Room to coaches and officials only.

### CLERK OF COURSE

Clerk of Course workers will be assigned their specific jobs by the Head Clerk of Course at the meeting each morning under the Clerk of Course tent. Jobs are either outside in the Clerk of Course tent area, inside at either East or West course, or worker may be responsible for guiding swimmers to their places inside the pool building.

### RELAY TAKE-OFF JUDGE

Relay Take-Off Judges will be positioned at poolside when any Relay race is being run. The Judge will judge and record 'jumps' for 4 lanes of the pool at one end.

## FINISH JUDGES

Finish Judges are positioned on the Timing Balcony above the Finish End of the pool on Sunday only. The judges will record the order of finish and give their slips to the Timing Table worker located at the Timing System also on the balcony.

## TIMING & SCORING

Scoring workers will be assigned their specific jobs by the Meet Secretary or Chief Clerk at the workers meeting each morning. Jobs are primarily on the Timing / Scoring Balcony overlooking the pool and consist of assisting the Timing and Computer operators. Workers will assist with Ribbons and Medals on Sunday.

## RUNNERS

- Runner 1: **West Lane Timer Sheets / DQ Slips** - Positioned at Finish End of West (Girls) Course. Distribute Lane Timer Sheets prior to each event and collect Lane Timer Sheets at conclusion of each event. Collect DQ slips and Relay Jump slips after each heat and deliver to Referee. Collect completed slips from Referee and attach to string near circular stairs.
- Runner 2: **West Heat Winner Ribbons** - Positioned at Finish End of West (Girls) Course. Distribute Heat Winner Ribbons to swimmer or swimmers placing first in each heat. Assist Runner 1 in distributing / collecting Lane Timer sheets or DQ/Relay slips as needed.
- Runner 3: **West Turn End DQ** - Positioned at Turn End of West (Girls) Course. Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.
- Runner 4: **Results and Ribbon Label Runner** - Positioned on Scoring Balcony. Receive event result printouts and post in assigned places. On Sunday, receive Ribbon and Medal labels from scoring person and deliver to Score Room.
- Runner 5: **East Lane Timer Sheets / DQ Slips** - Positioned at Finish End of East (Boys) Course. Distribute Lane Timer Sheets prior to each event and collect Lane Timer Sheets at conclusion of each event. Collect DQ slips and Relay Jump slips after each heat and give to Referee. Collect completed slips from Referee and attach to string at East end of balcony.
- Runner 6: **East Heat Winner Ribbons** - Positioned at Finish End of East (Boys) Course. Distribute Heat Winner Ribbons to swimmer or swimmers placing first in each heat. Assist Runner 5 in distributing / collecting Lane Timer sheets or DQ/Relay slips as needed.
- Runner 7: **East Turn End DQ** - Positioned at Turn End of East (Boys) Course. Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.

## HOSPITALITY ROOM

Hospitality Room workers will be assigned their specific jobs by the person designated to oversee the Hospitality Room on that day.

**The first shift workers should report to the Hospitality Room by 7:30AM each morning.**