

Swim Team Volunteer Guide

Sign Up Guidelines

1. Sign up for one practice meet job, and
2. Sign up for six (6) regular season jobs, ensuring that:
 - ✓ No more than 3 shifts are as a timer or timer/recorder
 - ✓ At least one shift is done in concessions
 - ✓ If you have to switch your shift, you find your own replacement
3. If you want to “buyout” your 6 shifts it will cost \$150 or \$25/shift.
4. For any shifts not worked, a \$25 charge will be assessed.
5. FYI - Champs sign-ups are done later in the season

Job Descriptions

Scoring/Ribbon Table

Volunteers will work at one of the following head table stations either:

- Averaging recorded times,
- Verifying averages and transferring DQ info from DQ slip,
- Typing data into computer,
- Verifying data typed correctly. At home meets posting results, or
- Attaching labels to ribbons.

Tips

- All table workers arrive at the beginning of the shift to help with data flow. First-come, first pick of jobs, during the meet.
- Head table lead can be either working at a position during a shift, or be available to troubleshoot during a shift. This person is usually an experienced scoring table worker who understands the data flow.
- **Away Meets** - our team is supposed to supply four generic people per shift, including a Head Table Lead for troubleshooting. One of our MDM's can act as a floating Head table person, periodically checking for issues and troubleshooting.
- **Home Meets** - an MDM is overseeing the hardware and software aspects, including making changes for swimmer entries. It's a good idea to have a separate person acting as Head Table Lead during Home meets.
- **Note:** There are always detailed instructions available for inexperienced volunteers so they can quickly learn the scoring activities and there is typically experienced workers at the table who can explain the process.

Clerk of the Course

1. Get two copies of the Heat and Lane assignment from the head table.
2. Sit swimmers by heat and lane into the designated chair set up. Move swimmers up and keep a steady flow of swimmers to the blocks.
3. Have pen/pencil to make notes on the lane assignments. Things change.
4. Be ready for the 6 & under and 7 & 8s. They take the longest. The 9-10's are sort of independent, but still need guidance.
5. Teens may or may not show up. May send one person (teen helper) with the list over to the block area as teens naturally gravitate towards the list and look themselves up just before their events.
6. You will be most likely working with a Jr. Coach (they swim so they will leave for their events then return) it's best if one person (adult) is the “caller”, moving down the rows calling names and confirming which kids are in their seats. The second person can work towards the back, channeling the kids into the right rows or asking them to wait until a row opens up.
7. The caller tends to get the kids to move up as the first row leaves. A supportive teen can help by taking the younger kids to the blocks as the previous events get underway. (Don't wait too long to get the next group out there...It is best if they are waiting in position.)

8. Parents can be a distraction and inadvertently mess up or confuse the kids. They are also hard to move around. It is helpful then to be friendly with the smallest kids... they relax, their parents relax and you are able to do your job better. So when you have a minute, sit down next to those first 6 & unders that show up and talk to them for a few minutes... help ease their fears.
9. Take the time to write down the names of the kids that are on your list, but that people tell you are not coming to the meet. You can refer back to that list when the next event comes around and you are looking for that same child, but can't remember why the name is familiar? If you are really good, you can go through the list and cross off the swimmer in all their events.
10. When we are guests at other clubs, try to support the home team. Each group has their own method, so just ask how they prefer to handle it. Most of the time you won't have much to do at an "away meet...until someone doesn't show up- then go find them.

Timer

1. If you are a first time timer please go to team training session at host club.
2. If you have questions ask the Timer/Recorder Coordinator.
3. If you "miss your start", fail to reset a stopwatch, lose your time, or encounter any other problem, get immediate back up timer from Head timer.
4. Important to "click" your stopwatches in response to visible signal of the light, not in response to the audible signal. This small difference in timing can be more important for events where the Timers are at the far end of the pool relative to the starter. You must have clear view of the strobe for each start.
5. Make sure you attend the practice session with Head Timer before each meet.

Recorder/Timer

1. Verify that the correct swimmer is in your lane.
2. Record all 3 times legibly on recorder sheet and hand to Runner.
3. You are the head "cushioner" for 6 and under swimmers. Place your hand flat against the wall and swimmers head. Do not touch or distract swimmer.
4. For Cupertino Hills only, some recorders are timers as well. This is due to our small team and need to double up. If you have this position time first then write all times on recorder slip. Have another timer act as cushioner for 6 and under.

Runner

1. Identify other team's runner.
2. Introduce yourself as the runner to timer/recorders.
3. Collect DQ slips and timer/recorder sheets. Watch for writing and when hand goes up, you collect their slip. DQ slips-identify four judges. Two on each side until kids are 9 and up and doing flip turns. At this time two judges will move to end of pool to watch the turns.
4. Check slips for completeness and legibility and put in lane order.
5. Bring all sheets clipped together to Head-table.

Note: Middle lanes tend to have more events. Therefore you can collect end lanes sooner.

Be aware of shift changes when timer/recorders head down to other side for older swimmers.

Supply extra pencils or pads if needed. Get supplies from team Timer/Recorder Coordinator.

Starter

Main Function: To initiate each race in a fair and consistent manner in accordance with league rules

Secondary Objective: To keep the meet on schedule

Interactions: Coordinates closely with announcer, judges and timers; is dependent upon clerk of the course

Equipment: Starter's microphone and strobe light, which is standardized throughout JSSL. Starting device must be fully charged before each meet. Starter should confirm the device is on charger the day before a meet.

Prior to the beginning of the meet

Obtain copy of event list from data center manager. This is standardized throughout the league and season. However a new copy is useful at each meet so that the Starter and announcer can "check off" the events as the meet progresses. With

“pre-seeding”, the Starter can also know the number of heats for each event. This is helpful to the Starter and to the Announcer to gauge the time required for each event.

Confirm the starting device is operational with sound and strobe.

At approx. 10 minutes before the beginning of the meet, hold a practice start session for timers. This allows timers to familiarize themselves with the stop watches and to understand the basic cadence of the starter. At this time, the starter should confirm that the timers can hear the commands and see the strobe light. Timers are instructed to click their stopwatches in response to the visible signal of the light, not to the audible signal. This small difference in timing can be more important for events where the timers are at the far end of the pool relative to the starter. This also means that the Timers must have a clear view of the strobe for each start.

Furthermore, the practice session allows the Head Timer to make himself/herself known to the timers and clarify procedures such as “Timers and Judges Ready”, missing a start, or failing to reset a stopwatch or other details of the Timers jobs.

At the beginning of the meet

Confirm the Timers and Judges are in position and ready to begin. Following the official start signal from the announcer, call the first heat of the first event to the blocks.

For each heat of each event

The Starter uses a calm voice throughout the sequence. After the Announcer confirms that the next heat is ready, The Starter confirms that other officials are prepared by calling “Timers and Judges Ready”. The Starter must quickly scan the timers and judges to see that all are ready. Generally, the Head Timer will be the final point of focus before the Starter returns attention to the swimmers.

In each start sequence, The Starter addresses the swimmers as follows:

1. The Starter calls “Swimmers step up. “
2. After the swimmers are on the blocks, the Starter repeats the event such as “25 yards butterfly”)
3. The Starter then commands the swimmers “Take your mark” (see note on tone below)
4. The Starter allows a brief pause (approx. 2 seconds) to assure swimmers are motionless in start position
5. The Starter then initiates the race by pressing the start button (“Beep”).

More points on the Start Sequence:

The ideal tone of voice for the Starter during the “take your mark” command falls from mid range to low range with no reduction in volume.

All swimmers must be motionless before the race begins. The Starter must scan the lanes of swimmers to detect any motion, and wait for all swimmers to be motionless before initiating the race. A position at a slight angle to the side of the swimmers is advantageous for simultaneously glancing at all of them to see that they are fully at rest before starting the race.

If the swimmers are not at rest following the “take your mark” command, the Starter must wait or command the swimmers to “Stand Up.” If the Starter commands the swimmers to “Stand Up,” then the starter may simply reinitiate the “take your mark” command, or may state “please come down together” and then reinitiate the “take your mark” command. If one particular swimmer is slowing the start sequence, the Starter may single out that swimmer by lane saying, for example, “lane three, please come down together.”

If the Starter detects a “False Start” (motion as the race is started), he/she then quickly gives the false start signal (a repeated beep..beep..beep..beep). As a separate activity, the false start line should be dropped at this time.

The swimmers are allowed to return to their respective lanes and the Starter begins the sequence again. The Starter commands the swimmers to step up, and the Starter assigns the false start to the responsible swimmer. For example “False start lane two”. By JSSL rules, a swimmer is disqualified after two false starts.

Note that the first swimmer to move is charged with the False Start. Even though other swimmers may enter the water, they are not necessarily charged with the False Start as their early movement may have been triggered by the motion of the other swimmer.

Furthermore, the Starter may charge the false start to the heat, that is , to each swimmer if simultaneous or sequential motions are being used by multiple swimmers in an attempt to gain advantage. Charging the entire heat with a false start prevents a systematic lane by lane false start scenario. (Note this is rare).

Backstroke starts

Backstroke starts differ in that the Starter gives the additional command “Step into the water”. The league does not accept horseplay at the beginning of a backstroke event, and specifies a “three point entry” meaning that a hand should lag near the block as the swimmer steps off the wall into the pool. The Starter has the unchallenged right to disqualify a swimmer who makes a disorderly entry into the water.

The backstroke start has the additional command “place your feet”, followed by “take your mark” and “BEEP”. Note that the hold time after “take your mark” is slightly shorter due to the strain of the backstroke start position. The rule of no motion at the moment of the start still applies.

Swimmers (typically younger swimmers) may hold the wall for the backstroke start, as the bar on the starting block may simply be too far away to reach.

Swimmers must not wrap their toes on the gutter for the backstroke start. The Starter should identify by lane any swimmer who does this. For example “Lane four, you cannot wrap the edge of the pool with your toes.” [The concept here is that the difficulty of a backstroke start may be unfairly diminished by a swimmer who utilizes special toe placement]

Any motion by a swimmer at the moment of the start is a False Start.

Relay Starts

Relay starts mirror backstroke starts since the relay order is back, breast, fly, free. However, the Starter must take extra time prior to relay starts to assure that all participants and officials are ready due to the additional swimmers on the deck. The Starter has jurisdiction over the start of the first swimmer only in relay events.