

Revised: 5-Jul-2007								Annette Cable 408253-5353 <a href="mailto:acable@jeffcable.com">acable@jeffcable.com</a>		Sally Hamilton (650)858-6857 <a href="mailto:sallyha@pacbell.net">sallyha@pacbell.net</a>		Kristi Smale (650)322-2909 <a href="mailto:ksmale@mindspring.com">ksmale@mindspring.com</a>		Carol Cameron 408865-1478 <a href="mailto:vfduke@comcast.net">vfduke@comcast.net</a>		Kristin Farnham 408261-2055 <a href="mailto:kristinfarnham@aol.com">kristinfarnham@aol.com</a>		Lorinda Rodrigues 408863-1310 <a href="mailto:lrdriguez@comcast.net">lrdriguez@comcast.net</a>	
								122	16%	111	14%	152	20%	120	16%	147	19%	122	16%
								Saratoga Woods		Greenmeadow		Eichler		Brookside		Laurelwood		Cupertino Hills	
Job Title	Description	Club	Total Needed	Total per club	Jobs Assigned	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half	1st Half	2nd Half		
<b>Director</b>																			
Meet Director		C	1	2	2													1	1
Asst Meet Director		E	1	2	2							1	1						
<b>Marshals</b>																			
Head Course Marshal	Oversees the facility, course marshals and pool/restroom monitors. Monitor 2 <sup>nd</sup> half and end of meet as well as it is crazy.	E	1	2	Head	2						1	1						
Warm up Marshals	Prior to the meet, monitor ground floor for appropriate behavior and prevent non-working parents from going on deck.	E	4/before	4	2-	5			1			1		1				1	
Course Marshals pool deck	Watch warm-up area of pool AND entrances onto deck. Check deck / worker name tags – only working parents allowed on deck. Reports to Head Course Marshal. <b>Keep pool clear after relays until people leave facility.</b>	E	5/half	10	2-	10			1			1	2			2	2	1	1
Course Marshals ground level	Monitor ground floor for appropriate behavior, prevent non-working parents from going on deck. Direct swimmers towards CoC. Report to Head Course Marshal.	E	2/half	4	1	4						2	2						
Bleacher /Team Marshal	Monitors children in the bleachers. Keep kids from hanging / climbing/ playing over railing. Bleachers are dangerous for kids.	E	6/half	12	2	12	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Setup/Cleanup</b>																			
Head Setup/Cleanup	Ensure all required equipment and tables are available for setup. Provide clear direction to setup and cleanup team	C	1	2	Head	2												1	1
Asst Setup		E	1	2	Asst	2						1	1						
Asst Cleanup		E	1	2	Asst	2						1	1						
Set-up workers	Sets up equipment, and gets the pool ready for the meet. Reports to head set-up person.	All	16	16	3	16	2		2			3		4			3		2
Clean-up workers	Takes down equipment (tables/chairs, head table equipt.) and leaves premises as we found them. Begin after final event. Stays until released by head clean-up person. CLEAN-UP FACILITY.	All	16	16	3	16		3						2			3		2
Team Trash Person	Keeps team area cleaned and picked up. Responsible for ensuring area is clean at end of meet. Must be checked out by the Meet Director. Teams will be charged a fee by Stanford for cleaning their areas if they are not clean.	All	6/half	12	1	12	1	1	1	1	1	1	1	1	1	1	1	1	1
<b>Officials</b>																			
Referee	Person "in-charge" of the officials and rules of the governing of a meet. Any questions/problems arising during the meet are to be addressed to the referee first, who will make a ruling. If all possible effort has been made and the question/problem cannot be resolved, then and only then is the meet director to be approached to make a final judgment.	L	1	2	Head	2												1	1
Deck Referee	Marks across the board report the order of finishes for each heat.	EC	2/half	4	2	4						1	1						1
Head Stroke & Turn Judge	Conducts meeting prior to start of meet with first and second half judges. Oversees Stroke & Turn.	L	1	2	Head	2												1	1
DQ Reader	One per 1/2. Reads DQ slips	L	1	2	2	2	1	1											
Stroke & Turn Judges	Judge legality of strokes & turns per league rules. 2wk entire meet. 8 per 1/2	All+4	3/side/half	12	2	16	1	1	2	1	1	1	1	1	2	2	2	1	1
False Start Judges	Check for false starts during relay exchanges, reporting any witnessed to the Stroke & Turn Judges who write up the DQ slips.	GCSL	4/relays	4	2-	4			1									1	1
<b>Volunteers</b>																			
Meet Volunteer Coordinator	Responsible for reviewing the volunteer responsibilities. Assign jobs to each of the clubs. Oversee Volunteer check in and ensure volunteer positions are covered meet day.	C	1	2	Head	2												1	1
Club Volunteer Coordinator	Coordinate each club's volunteer responsibilities	All	6	6	1	6	1		1			1		1				1	
Parent Volunteer Check-in worker	Sign in parent volunteers before meet starts. <b>Report to Head Check-in at 6:45 am</b>	All	6	6	1	6	1		1			1		1				1	
Hospitality Head	Oversees distribution of refreshments to volunteer workers. Responsible for bringing cups (2 big packs from Costco) and ice and water containers. Muffin tins for carrying and pitchers for pouring. Snacks are optional.	E	1	2	Head	2						1	1						
Hospitality Runners	Responsible for continuously distributing refreshments to volunteer workers.	SEBL	4/half	8	2+	8			1	1		1	1	1	1	1	1		
<b>Timing Table</b>																			
Timing Console	This is the assistant to the consultant working the timing system. Ensures names and times are posted on scoreboard. Assists Intermediary.	B	1	2	Head	2								1	1				
Intermediary	Review all inputs (board report, DQ slips, touchpad and button times) from heat and circle times in red.	S	1	2		2						1	1						



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<b>Meet Manager Table</b>																			
Head Table Worker	Ensures table workers perform results table duties as per established meet procedure. Responsible for ensuring ribbons, paper goods and supplies needed for table workers are available.	S	1/2	2	Head	2		1	1										
Assistant Table Worker	Assists Head Table Worker.	L	1/2	2	Asst	2										1	1		
Referee	Post results on Result Board. Provide labels to Ribbon table. Picks up labels from meet software table and delivers to upper table workers.	B	1/2	2		2		1	1										
<b>Starters</b>																			
Announcer	Announces events and swimmers.	C	1	2	Head	2												1	1
Assistant to Announcer	Assist announcer. Checks into problems as they occur.	E	1	2	Asst	2					1	1							
Head Starter	Responsible for starting each event, position swimmers correctly, work with back up starter positioned across the pool.	C	2/2	4	Head	4												1	2
Event Board Worker	Change event/heat #s on event board	C	1/2	2		2							1	1					
False Start Line Droppers	To Stand at the false Sart rope line. When there is a false start, they drop the lines to catch the swimmers.	C	2/2	4	4	4												2	2
<b>Swimmer Pre-Race</b>																			
Head Swimmer Check-in	<b>NO LONGER REQUIRED</b>																		
Swimmer Check-in Workers	Checks in swimmers at swimmer check in table.	All	2 in am	12		2		2		2		2		2		2		2	
Head Clerk of the Course	Oversees Clerk of Course Area - Responsible or chair seating of swimmers according to heat and lane assignments.	G	1/2	2	Head	2			1	1									
Asst. Clerk of the Course	Assists Head Clerk of Course.	B	1/2	2	Asst	2							1	1					
Clerk of the Course Workers	Seats swimmers in chairs and assists starting block runner in seating them in right heat lane on time. 1 <sup>st</sup> staging area & 2 <sup>nd</sup> staging area	All	12/2	24	4	24		2	2	2	2	2	2	2	2	2	2	2	2
Swimmer Round-Up Clerks	<b>NO LONGER REQUIRED</b>																		
<b>Swimmer Race - Timing</b>																			
Head Timer	Oversees timers. Goes over timing procedures with electronic and manual timers.	L	1/2	2	Head	2										1	1		
Asst Timer		G	1/2	2	Asst	2			1	1									
Head of Starting Block Area	Responsible for starting block workers and runners and be down stairs on deck to oversee and fix any problems that arise.	B	1/2	2	Head	2							1	1					
Starting Block Runners	Leads 6&U, 7-8, 9-10 swimmers from upper CoC area to the lower CoC area, AND insures that each swimmer is in the correct seat. (Older swimmers are responsible for finding their proper lane.)	SGBL	2/lane/half	16	2+	16		2	2	2	2			2	2	2	2	2	2
Starting Block Workers	Stationed at the end of the pool for the 25yd event starts. Ensures swimmers stay in correct lanes after starting block runner leaves. (1 person will retrieve swimmers from CoC)	SBCL	1/2 lanes /half	8	1+	8		2	2		1	1						1	1
Timer – Electronic buttons	Press timing button at end of each race.	All+4	1/lane/half	16	2+	16		2	2	1	1	1	1	2	2	1	1	1	1
Manual timer/cushioner	Manual stopwatch at start & finish of each race as backup. Act as "head cushioner" with kick board for (8 yrs. & under) kids swimming the backstroke.	All+4	1/lane/half	16	2+	16		1	1	1	1	2	2	1	1	2	2	1	1
Manual timer/ recorder	Manual stop watch get start & finish of each race as backup. Record time from 2 watches onto recorder sheet. Verify swimmer name and recorder sheet match.	All+4	1/lane/half	16	2+	16		2	2	2	2	1	1	1	1	1	1	1	1
<b>Swimmer - Results</b>																			
Head Runner	Coordinates all the runner activities.	G	1/2	2	Head	2			1	1									
DQ Runner	Takes DQ slips from judges to timing table. Makes sure heat & lane # as well as the signature of the stroke and turn judge is on the DQ slip.	SG	2/2	4	2-	4		1	1	1	1								
Event Sheet Runner	Takes event sheets with manual times from the timers to the timing table collator.	BL	2/2	4	2-	4							1	1	1	1			
Ribbon Closure Process	Help finish ribbons and speed up closing process at end of meet, begin at end of relays-2 per team	All	2	12	2	12			2		2		2		2		1		3
Ribbon Prep	Help process ribbons during meet	L	1	2	Head	2										1	1		
Ribbon Table	Prepare ribbons with result labels.	All	6/half	12	1	12		1	1	1	1	1	1	1	1	1	1	1	1
<b>Swimmer - First Aid</b>																			
First Aid	Makes sure First Aid Table has a First Aid Kit and is a Medical Doctor or Nurse on call for medical emergencies.	G		2	Head	2			1	1									
First Aid Table worker	Brings First Aid equipment and administers basic help.	S		2		2		1	1										
<b>Other</b>																			
Programs		B		2	Head	2							1	1					
Trophies		B	1	2	Head	2							1	1					
T-shirts		S		2	Head	2		1	1										
Catering		C		2	Head	2												1	1
<b>TOTAL</b>				<b>328</b>	<b>15</b>	<b>333</b>		<b>28</b>	<b>28</b>	<b>27</b>	<b>24</b>	<b>31</b>	<b>28</b>	<b>29</b>	<b>26</b>	<b>30</b>	<b>28</b>	<b>28</b>	<b>26</b>