

# 2016 JSSL Championship Meet

July 17, 2016  
De Anza College



## Descriptions of Head Job Assignments

### Volunteer Check-in and Meet Volunteer Coordinator

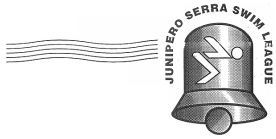
- Volunteer deck passes or “job tags” will be sorted by team and available at the Volunteer check-in tables.
- Volunteer check-in volunteers report to the tables at 7:10 am.
- Volunteer check-in begins at 7:15 am and CLOSES at 8:30 am.
- If a volunteer needs to leave their spot for any reason, they need to contact their Champs Volunteer Coordinator and have a substitute in place before they leave. Head Volunteers should float around to check in with your volunteers.
- Remind all first half workers that they are not to leave their post until relieved by their second half replacement.

### Head Marshal

- Meet warm-up marshals at 7:15 am (see map for location) for briefing.
- Hold a meeting at 8:30 am (see map for location) to give instructions and location assignments. Venue maps are on the JSSL website.
- Assigns locations to volunteers. (Need strong marshals by warm-up and cool-down areas.)
- Ensure marshals are aware of – and enforce - **pool deck rules**:
  - Parents of younger swimmers allowed on deck to bring swimmers to warm-up (until ~8:30).
  - After 8:30 only volunteers with deck passes allowed on deck.
  - No diving in warm-up areas; 3-point entrance into pools; no playing in other pools or with De Anza equipment.
  - 11 years and older swimmer are allowed to access warm-up pools from upper deck and go directly to the lower deck Clerk of the Course.
- Ensure “team-area” marshals are aware of – and enforce - **bleacher rules**:
  - No hanging, sitting or playing on railings; no running on steps; no littering; no taping signs on rails; signs in bleacher area should be hung with zip ties only.
  - No shade tents or chairs in the bleacher areas. Bleachers are for competition viewing only (no “camping out” or reserving all-day spots in the competition viewing bleachers).

### Head Announcer

- Responsible for timely flow of meet.
- Arrive at Champs by 7:30 am for validating setup and beginning of announcements.
- Will receive official Champs Program to view meet details (time schedule, heat sheet, previous Champs records, etc.).
- Announce pre-race volunteer meetings.
- Announce when volunteers are to report to their positions at start of meet and at half time break.
- Call for swimmers to report to Clerk of Course.
- Ask for “all quiet” at the start.
- Read senior bios during the course of the meet.
- Announce Champs record breakers.
  - DO NOT announce potential records while swimmers are on blocks, wait until they are in the water.



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## Head Starter

- Responsible for timely flow of heats.
- Assure that swimmers can hear commands.
- Watch for correct placement of feet.
- Perform function in accordance with standard JSSL meet starter procedures.
- Verify that Timers, Recorders, and Timing Console are ready prior to starting next heat. It is the Timing Console Manager's responsibility to get Starter's attention if there is an issue with the Timing Console but Starter should confirm readiness with a glance towards the Timing Console.

## Head Clerk of Course and Head of Starting Block Workers (and Runners)

- Responsible for organizing swimmers by event, heat, and lane and getting them safely to the starting blocks while minimizing delays between adjacent heats.
- The Head of Clerk of Course and Head of Starting Block Workers work together to manage the flow of swimmers to the starting blocks and in the case of the younger swimmers back to the upper deck of the facility. It is critical that these function heads discuss (during the Champs Heads meeting held at the host club prior to Champs) how the swimmers are to be managed and they must explain the process to the workers in detail during the 8:20 am meeting.
- Hold meeting at 8:20 am at the Clerk of Course (see map for location).
  - Attendees: Clerk of Course Workers, Starting Block Runners, and Starting Block Workers
  - Get heat sheets from Head Table if not delivered to you by 8:15 am.
- Be down on deck to oversee and fix any problems that may arise.
- Workers responsibilities are divided as follows:
  - **Clerk of Course (CoC) Workers:**
    - Seat swimmers in chairs at clerk of course and assist starting block runner in seating them in right heat lane on time.
    - Check to see that chairs are labeled with lane #'s and blocks.
    - 6&U needed to be seated in CoC by the start of the Anthem so that they are in place for the start of the meet immediately following the completion of the Anthem.
  - **Starting Block Runners:**
    - Lead 6&U, 7-8, 9-10 swimmers from CoC area, AND ensures that each swimmer is in the correct seat. (Older swimmers are responsible for finding their proper lane.)
  - **Starting Block Workers:**
    - Stationed on start end for the 25 yd. event starts and at the timer area for 50 and 100 yard events; each worker monitors two lanes.
    - Ensure swimmers stay in correct lanes after starting block runner leaves.
    - Each worker needs a meet sheet with Heat and Lane Assignments on them.



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## Head Stroke and Turn

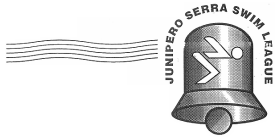
- Prior to meet – verify that proper version of DQ slips are brought to and used at the meet
- Hold a meeting at 8:20 (see map for location) - Attendees: Stroke and Turn Judges, Referee, False Start Judges, Meet Director, and Place Judges
- Review Stroke and Turn Rules, consistent with dual meet
- Review relay false start rules, consistent with a dual meet
- Ensure 6 and under DQ guidelines followed as per dual meet
- Introduce DQ runners when they arrive, towards the end of your meeting.
- Instruct Place Judges to record first three places (1, 2, 3) of the final two heats of each event.
  - Get place judge sheets from Head Table if not delivered to you by 8:15 am.

## Head Timer

- Hold meeting for all timers and recorders at 8:30 am at “Finish end” of pool. (see map for location)
  - Get recorder sheets from Head Table if not delivered to you by 8:25 am.
- Assign timers to the 3 timing jobs if already not provided by Champs Volunteer Coordinator
- Stress the importance of paying attention and the critical role that the back-up timing mechanisms play.
- Discuss how to use the timing buttons and back-up watches: No thumbs, pointer finger only for quicker response time. One must watch swimmer touch the wall.
- Recorders will NOT cushion swimmers’ heads on backstroke.
- If someone presses a timing button prematurely, please have the recorder note such on the recorder slip.
- Back-up timers are responsible for helping the 10 and unders get out of the pool. Use your judgment on other swimmers having difficulty. (Swimmers exiting the pool when the next race has started need to take care not to get caught in the timing pad.)
- Explain to Recorders the process for changing relay swimmers. Changes to relay teams occur from among list of eligible swimmers and that changes are declared prior to the first leg of the team’s relay. Recorders will have the list of eligible swimmers for their lane.

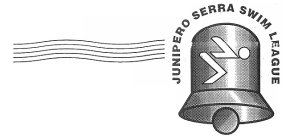
### Additional Info for Champs:

- Electronic Button Timers will be the primary timing device.
- There will be 4 Timers in each lane:
  - Electronic Button Timers #1 - #3 [Button Timers provided by Timing Vendor]
  - Manual Stopwatch Timer #4 [Stopwatch like those used at most regular season meets]
- Recorder:
  - Electronic Timer #3 will also have responsibility as Recorder.
  - Electronic Timer #3 will record time from Manual Timer #4
- Backup Timers:
  - Timers with Manual Stopwatches in case Manual Stopwatch Timer misses starting the watch at the beginning of each race.
- Manual Stopwatches: 46 Manual Stopwatches will be available at the meet. **Eichler to provide 16 watches. Cupertino Hill and Laurelwood each to provide 15 Watches.**
- 46 Watches:
  - 1 watch per lane as backup to electronic timing system (10 lanes)
  - 3 watches per lane if timing system goes down (30 total)
  - 6 back up
- Recorder Slips & Clipboards:
  - Laurelwood (MDM) will provide the Recorder Slips the morning of the meet.
  - Eichler will be arranging Clipboards



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July 17, 2016  
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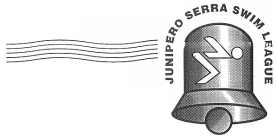


## Additional Steps to ensure timing quality for Champs:

- FastLane will have the following data available. The goal is that all time deltas are within 0.3 seconds.
  - Button1 to Button2 < 0.3
  - Button1 to Button3 < 0.3
  - Button2 to Button3 < 0.3
  - Each Button to Manual Watch < 0.3
- Head Timer and Asst. Head Timer will need to monitor above data and use it to provide feedback to the timers:
  - If more than M occurrences “too many” (delta > 0.3) in a lane, speak to the timers in that lane and see if there are any equipment issues and let them know why you are asking.
  - If more than N occurrences “too many” (delta > 0.3) in a “middle” lane, try to swap one or more timers to an outside lane. This could be voluntary on their behalf or upon your request.
  - If done between heats, you may want to notify the starter of the plan; otherwise, wait until between events or make judgment if that is rather long and the deltas are continuing to exceed the desired 0.3 value.
  - You should choose small but reasonable numbers for M and N at your discretion. We simplified this to a judgment call of “too many”.
  - You should probably provide advance notice to the timers at the morning meeting that the league is trying to improve the consistency and accuracy of timing at Champs and provide an overview of the above details.

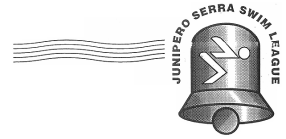
## Head MDM (aka Head Data)

- Communicate with consultant (typically FastLane) and all club MDMs:
  - Convey schedule of data activities to consultant (late June/early July)
  - Coordinate schedule and preparation of data files by clubs for delivery to consultant
  - Data Entry Preparation: Please refer to instructions available in JSSL Data Yahoo group on how to prepare data for Champs meet entries.
- At Champs Meet:
  - Distribute needed paperwork to Head volunteers, post heat sheets (Heat/Lane assignments) in 3 areas and print Personal Best labels and (optional) Heat Winner labels.
  - Track printing by consultant of labels (Place) and reports (Results, Heat Winners, High Point Winners).



# 2016 JSSL Championship Meet

July 17, 2016  
De Anza College



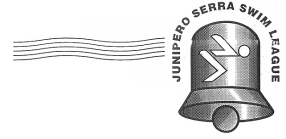
## Timing Console Manager (TCM, formerly Head Table)

- This is an assistant to the consultant (typically FastLane Tek) who is hired by JSSL to run the timing system for the whole meet.
- Interact with consultant prior to meet to ensure proper coordination of data-related activities:
  - Meet Manager software, scoreboard, and buttons interface electronically.
  - With help from the venue (i.e. a Timing Vendor), ensures times are posted on scoreboard until next heat begins.
  - TCM also determines final times and aids in disputes and inquiries as part of the arbitration team.
- Consultant and TCM work together on Intermediary tasks. Consultant also arranges all outputs and results. Intermediary tasks:
  - Review all outputs (DQ slips, recorder slips, timing console printouts and across the board report) from heat and circles/marks finish times in red.
  - Determine correct finish time for each lane.
- Consultant verifies results in software. Button times (touchpads are not in use during Champs) are electronically transferred to meet manager software. If DQ is present, the DQ code is entered. If button time is circled in red, override meet manager software to accept button time. If manual time is circled in red, override meet manager software to accept manual time.
- Meet Manager consultant (FastLaneTek) verifies all heats in event, scores event, prints results (9 copies, 6 club copies, 1 result posting, 1 ribbons, and one original copy which stays with the league records.)
- At end of meet, Meet Manager consultant prints a team score report and an individual point report (High Point Winner) for trophies. Complete meet result reports generated for each team. Each team provides their own USB stick if they want to electronically download the files. Database will be uploaded to jssldata newsgroup website at end of meet.
- Related support jobs:
  - DQ Writer – club volunteer who helps consultant with recording or completing data from DQ slips.
  - Head Table Worker – club volunteer who helps to track labels generated by Head MDM and to track reports/labels generated by consultant.



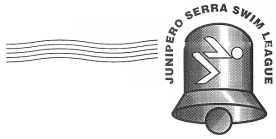
# 2016 JSSL Championship Meet

July 17, 2016  
De Anza College



## Head Runner

- The head runner is responsible for coordinating all runners and for ensuring smooth distribution of reports, recorder sheets, and event results, as well as having a meeting for all runners the morning of Champs.
- Holds a meeting at 8:20 am. (see map for location). Attendees: DQ, Event Sheet, Results and Label runners (all runners except starting block runners). After meeting, DQ runners visit Stroke and Turn for introductions.
- Explain duties of each of the runners:
  - **Event Sheet Runners:** Collect completed recorder slips from the timers **and Place Judge reports.** Deliver them to a labeled box at the Head table; pick up next set of recorder slips from the head table and deliver to the timers before the boys' 11/12 50 yard breast stroke event (Start of 2<sup>nd</sup> half). **Relay Events (new for 2014):** Deliver final relay team's swimmers from Head Timer to the Head Table at the start of each relay event.
  - **DQ Runners:** Collect DQ slips from the Stroke and Turn Judges and deliver to labeled box at the Head table. Makes sure heat and lane # and signature are on all DQ slips.
  - **Results/Label Runners:** Collect results reports from the Computer table, post on the "results" wall (see map), and deliver copies to the (ribbon) Table workers. 9 copies of results are delivered to:
    - 1 for each club Head coach (6 total)
    - 1 for archive (at Head Table), which announcer can use to announce results periodically
    - 1 for posting results
    - 1 for Ribbon Table



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De Anza College



## Head Referee

- Head Referee will meet with the Head Coaches briefly at 8:30 am. (See map for location.)
- Head referee can review the escalation process with the coaches.
- **Information about the Escalation Process & Arbitration Team**
  - Coaches may protest or question results from any race. If a team, parent or coach has an inquiry regarding an event or heat, they should escalate the questions to their Club Meet Coordinator or coach. Coaches should approach the Meet Referee, who will then conduct the necessary follow-up. **Only coaches have authority** to submit a protest or inquiry to the Meet Referee.
  - In the case of a disputed DQ, the Meet Referee will obtain documentation from the Arbitration Team, will follow standard JSSL procedures in questioning the applicable Stroke and Turn Judge about the infraction. The Meet Referee will contact the Head S&T to temporarily relieve applicable S&T Judge if on duty. Meet Referee will render the final decision as to whether or not to uphold the DQ. In the case of a timing dispute, the Meet Referee will obtain documentation from the Arbitration Team, will review the documentation and discuss the circumstances with the Arbitration Team, and will render a final decision. The Arbitration Team consists of the Meet Referee, and Timing Console Manager, and Head MDM. **The Meet Referee has the final say in all protests.**

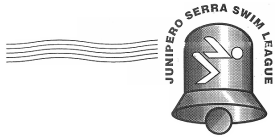
## Head Hospitality

- Oversee distribution of refreshments to volunteer workers. Coaches (up to 3 per team) and “All Day” workers receive lunch from the league.

Details from prior Champs:

### SUPPLIES

1. Water, order from Alhambra Water Company (<http://www.alhambrawater.com>, 1-800-201-6218)
  - a. 3 cases of 16 oz water bottles (used with lunches)
  - b. 12-20 5 gallon jugs (for hot years people have used 18 or so)
  - c. 2 room temperature coolers (for the 5 gallon jugs)
  - d. Arrange for Saturday delivery during Champs set-up (between 12 noon- 4pm).
  - e. Arrange for pick-up on Monday morning at De Anza.
2. Ice, order from San Jose Ice Company (Andy, [408\) 947-7784](tel:4089477784)). Arrange for delivery Sunday morning (about 9:00am). 12 bags should be enough.
3. Sandwiches: Arrange for 11:15am delivery of Sandwiches. Head of Hospitality will determine sandwich vendor (Togos and Panera are across the street from De Anza College—but Head may find other vendor).
  - a. Lunches are only for coaches and all day workers who can't easily leave the Deck (e.g. head jobs, data people). Patty Germanow (Volunteer Coordinator) will provide a list of those receiving lunches.
  - b. Email coaches and let them order what they wanted from menu (head coach email addresses are in meet coordinator package).
4. Arrange for coffee for morning volunteers at volunteer check-in.



# 2016 JSSL Championship Meet

July 17, 2016  
De Anza College



- a. For all day workers, order an assortment of turkey, ham and a few vegetarian sandwiches. Head champs volunteer coordinator will let you know how many of those jobs there are. (Usually about 40).
5. Cups, 3 packages of 200 count 9 oz cups (Smart n Final OR Costco)
- a. Bring:
    - i. Muffin tins (for carrying water cups)
    - ii. 3 pitchers
    - iii. Coolers to put ice in and put bottled water in ice

## SATURDAY (day before meet)

- Water gets delivered. If you can, get Water Company to put the water bottles down at the hospitality table, which is on the pool deck behind the diving boards. There is a room where we can store the water.

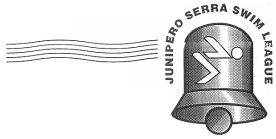
## SUNDAY (day of meet)

- Set up coffee table at Volunteer Check-In for early morning arrivals.
- Receive Ice from ice company.
- Set up coolers and put bottled water on ice.
- Hospitality runners deliver water on an ongoing basis in muffin tins with cups.
- After the first couple of rounds, they can just take pitchers around and refill. (People reuse their cups)
- 2nd half need to take new cups as there are new workers
- Sandwiches get delivered at 11:15am. Ask all-day workers to eat on upper level ("Programs Table" near First Aid will be empty and available). (Food not allowed on deck).
- Let coaches know sandwiches are there and they can eat in Hospitality Room or upper deck.
- Ask announcer to announce that lunch is available for head positions/all day workers.
- There are a few positions (data, announcer, head table, head timer) that cannot leave their posts so bring them sandwiches.
- Cleanup: Arrange for Monday pick up of water jug bottles and rented .

## Head Setup/Teardown/Cleanup

- Ensure that all stations are set up properly before the meet, are torn down appropriately afterwards, and manage the setup and teardown workers.
- Review prior Champs photo documentation to ensure that all stations are set up correctly.
- Interface with venue management (e.g. at De Anza- Tony Arellano) to coordinate the delivery of all equipment needed.
- Setup is done primarily on the afternoon before Champs because there is not enough time the morning of Champs to complete the work.





# 2016 JSSL Championship Meet

July 17, 2016  
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## Head Ribbons

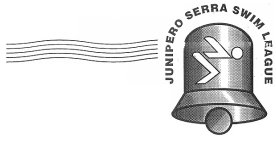
- Track printing of labels (Place Awards, Personal Bests, and (optional) Heat Winner labels) for every event. Using hardcopy results check for ties and watch for duplicate labels after event results are changed. Tracking sheet provided by Head MDM on day of meet or through email if requested beforehand.
- Participant ribbons:
  - These are handed out to the individual clubs prior to Champs. Labels are printed offline from Champs. Only hand out enough ribbons to cover swimmers who will be at Champs and not the entire club roster.
- Each club provides labels for the computer table, as well as their own personal best ribbons. (These supplies are listed in the meet coordinator's packet.) Supplies needed (provided by each team):
  - DQ Slips (verify correct version)
  - Manual recording slips (just in case)
  - Personal Best ribbons
  - Storage device for downloading meet data from Hy-Tek program (label w/club name)
  - Labels for Personal Best ribbons:
    - Each club brings blank labels to Head MDM at Head Table before 9 am.
    - For clubs with less than 100 swimmers at Champs: At least 5 pages of blank labels
    - For clubs with more than 100 swimmers at Champs: At least 7 pages of blank labels
  - Box to put ribbons in

## Head Programs

- Send out ad flyer to all teams (by June 13, 2016)
- Obtain documents from Champs meet coordinator
- Obtain documents from Head MDM (Records, Meet Program, etc.)
- Obtain latest dual meet results and standings from JSSL rep designated to track this information during season (available in jssldata Yahoo group)
- Work with Senior Bios coordinator (Greenmeadow) to have bios from all clubs ready in time for printing
- Work with printer to design and print program on time for sale at Champs

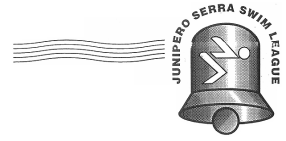
## Trophies

- Order and pick up trophies and bring them to the Champs meet (in years past Alpine Awards in Sunnyvale has been used)
- Take care of any ties and changes to trophies
- Bring trophies to Head Table and **stay at end of the meet at Head Table** to distribute trophies to clubs based on High Point Winner report generated by consultant after meet results are finalized.
- Have someone from each club designated to take their team's trophies after Champs and then passed them out right after the meet.



# 2016 JSSL Championship Meet

July 17, 2016  
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## Head T-Shirts

- Secure t-shirt vendor (Steve Lewis at GIC Graphic Wear has been used in the past).
- Verify that vendor will bring generator to power his operation (De Anza can't guarantee power to supply the vendor as well as all other functions).
- Supply vendor with list of swimmer names for back of t-shirts.

## Head First Aid

- Secure complete first aid kit from prior year's Head First Aid.
- Make sure band-aids are waterproof.
- Makes sure First Aid Table has a First Aid Kit and is staffed with volunteers.
- In the case of an emergencies call 911, and then notify Lifeguard staff (they will be on the pool deck).
- Document all incidents that are addressed at the first aid table (name, age, club, time of day, symptoms, and treatment).
- "Lost" Children- If there are any swimmers or children that come to First Aid for help to find their parents, please use the following guidelines:
  - If the child knows his/her parents' cell phone number, please call the parent first.
  - If you are unable to reach the parents, call the cell phone number for the child's Team's Meet Coordinator (available on the Head Contact Phone List). Ensure that there is a copy of this list at the First Aid desk.
  - If you are unable to reach the Team Meet Coordinator, ask the announcer to announce that the child is at First Aid and is looking for his/her parent. The child should remain at First Aid until reunited with their parent or Team Coordinator.