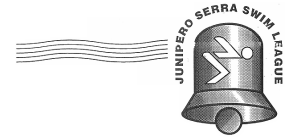


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Volunteer Job Descriptions – ALL

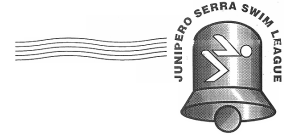
Job Title	Description
Directors	
Champs Meet Director (Head Coordinator)	Responsible for the overall management and execution of the JSSL Champion meet. Accountable to the JSSL Board of Representatives. Also, see Meet Coordinator's packet
Assistant Champs Meet Director	Assists Champs Meet Coordinator as needed (intended to be Champs Meet Director following year)
Champs Technical Coordinator	Person responsible for the technical aspect of the swim meet, and the technical liaison between the teams.
Assistant Meet Champs Technical Coordinator	Assists Meet Director as needed (intended to be Champs Technical Coordinator following year)
Marshals	
Head Course Marshal	Oversees the facility, course marshals and pool/restroom monitors. Monitor 2 nd half and end of meet as well.
Warm-up Marshals	Before meet, watch warm-up area of pool AND entrances onto deck. Monitor behavior on pool deck (7:15am-8:45am).
Meet Marshals	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. Keep pool clear after relays until people leave facility.
Bleacher /Team Marshal	Monitors spectators and swimmers in the "Competition Viewing Area". No chairs, shade tents or umbrellas in this area. Monitors "Team Designated Area" in upper Pool Deck to keep walkways clear.
Setup/Cleanup	
Head Set-up/Teardown	Ensure all required equipment and tables are available for set-up. Provide direction to set-up and teardown team.
Asst Set-up	Assists with set-up as needed
Asst Teardown	Assists with teardown as needed
Bathroom/Locker Room Monitors	Each club provides at least 1 male & 1 female volunteer to monitor bathroom behavior & supplies. Shifts are shown on a separate sheet.
Set-up workers	Sets up equipment, and gets the pool ready for the meet. Reports to head set-up person.
Teardown 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. Meets Head of Tear-Down on pool deck at Clerk of Course.
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.

Officials



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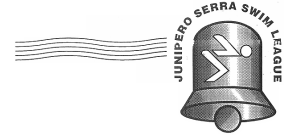
Referee	Person "in-charge" of the officials and rules of the governing of a meet. Any questions/problems arising during the meet are to be addressed to the referee first, who will make a ruling. If all possible effort has been made and the question/problem cannot be resolved, then and only then is the meet director to be approached to make a final judgment.
Meet Director	Person responsible for the technical aspect of the meet, and the technical liaison between the teams.
Head Stroke & Turn Judge	Conducts meeting prior to start of meet with first and second half judges. Oversees Stroke & Turn.
DQ Reader	One per 1/2. Reads DQ slips. Does not require stroke & turn experience.
Place Judges	Records the order of finish for the final two heats. Does not require stroke & turn experience.
Stroke & Turn Judges	Judge legality of strokes & turns per league rules. 6 judges for each half of the meet
False Start Judges	Judge false starts during relay exchanges, completing their own DQ slips for any infractions
Volunteers	
Head Champs Volunteer Coordinator	Assign meet jobs to each of the clubs. Oversee Volunteer check in and ensure volunteer positions are covered meet day.
Team Meet Coordinator	Responsible for coordinating all team responsibilities (equipment, communications and organization).
Team Champs Volunteer Coordinator	Coordinate each club's volunteer responsibilities. Responsible for filling all volunteer jobs for each club and making sure workers report to their assigned positions.
Parent Volunteer Check-in worker	Sign in parent volunteers before meet starts. Report to Head Check-in at 7:00 am
Champs "Floater"	Available to Champs Team to fill in as needed during the meet. The designated floater should not be used to fill-in for a team volunteer that does not show up for their team's specific job assignment. Floaters will check-in and report to Head Meet Job Coordinator (Patty Germanow) and plan to work a first or second half shift.
Hospitality Head	Oversees distribution of refreshments to volunteers. 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.
Hospitality Runners	Responsible for continuously distributing refreshments to volunteers.
Timing Table	
Head Data Manager	Consultant



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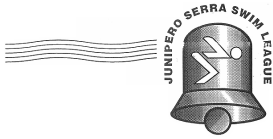
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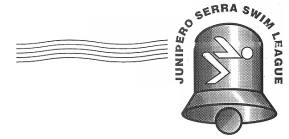
Timing Console (Head Data)	This is the assistant to the consultant working the timing system. Ensures names and times are posted on scoreboard. Assists Intermediary.
Intermediary	Review all inputs (board report, DQ slips, touchpad and button times) from heat and circle times in red.
Timing Table Collator	Organizes all the inputs for the intermediary. Delivers finish times to Meet Manager Table

Meet Table Manager	Consultant
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.
Assistant Table Worker	Assists Head Table Worker.
Results Distribution Runner	Post results on Result Board. Provide labels to Ribbon table. Picks up labels from meet software table and delivers to upper table workers.
Starters	
Announcer	Announces events and swimmers.
Assistant to Announcer	Assist announcer. Checks into problems as they occur.
Head Starter	Responsible for starting each event, position swimmers correctly, work with back up starter positioned across the pool.
False Start Line Droppers	To Stand at the false Start rope line. When there is a false start, they drop the lines to catch the swimmers.
Swimmer Pre-Race	
Swimmer Check-in Workers	Checks in swimmers at swimmer check in table.
Head Clerk of Course	Oversees Clerk of Course Area - Responsible or chair seating of swimmers according to heat and lane assignments.
Asst. Clerk of Course	Assists Head Clerk of Course.
Clerk of Course Workers	Seats swimmers in chairs and assists starting block runner in seating them in right heat lane on time.



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Swimmer Race -Timing	
Head Timer	Oversees timers. Goes over timing procedures with electronic and manual timers.
Asst Timer	Subs for timers when timers need break
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.
Starting Block Runners	Leads swimmers from Clerk of Course Area to Starting Blocks.
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)
Timer – Electronic buttons	Press timing button at end of each race.
Manual timer	Manual stopwatch at start & finish of each race as backup.
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.
Swimmer - Results	
Head Runner	Coordinates all the runner activities.
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.
Event Sheet Runner	Takes event sheets with manual times from the timers to the timing table collator.
Head Ribbons/Ribbon Prep	Sort ribbons into events -- 48 individual (12 places) and 6 relay (6 places) -- before meet. (If this isn't possible, process during meet.) Oversee ribbons table throughout meet.
Ribbon Table/Ribbon Closure	All workers: Prepare ribbons with result (place and heat winner) labels. 2nd-half workers: Finish labeling ribbons, including relays. (Each team labels its own pb ribbons.)
Swimmer - First Aid	
Head First Aid	Makes sure First Aid Table has a First Aid Kit & in the case of an emergency will call 911. Manages First Aid Table.
First Aid Table worker	Administers basic help.