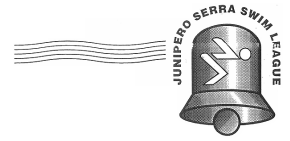


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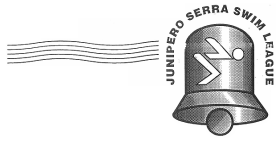
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Descriptions of Head Job Assignments

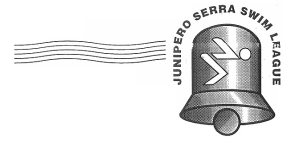
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Head Volunteer Coordinator

- Responsible for coordinating 300+ volunteer positions for the day of Champs.
- Works with the Head Meet Coordinator to determine any job changes from the prior year.
- Ensures all volunteer job descriptions accurately reflect tasks and skills needed.
- Updates and maintains a master spreadsheet of needed jobs; spreading assignments across teams based on swimmer registrations and yearly rotations.
- Sends out all Champs jobs ~3 weeks prior to Champs for teams to start filling positions.
- Organizes all the position/deck passes and lanyards; creates new ones as needed and separates them by team for the morning of Champs.

Team Meet Coordinator

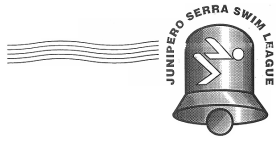
- See the [Meet Coordinator's packet](#) for a full description.
- Ensure all deadlines are met (volunteer positions, race entry files, race entry dues).
- Work with your team's volunteer coordinator to ensure positions are being filled.
- Forward on all correspondence to team families as needed (Senior Bios, Program Ads/Sponsorship, Parents' Packet, jssl.org, venue walk-through date/time, and other information).
- Obtain all equipment needed and provide to the venue during set-up day and morning of Champs (see [equipment list](#)).
- Help volunteer check-in for the morning of Champs.
- Designate someone to pick up trophies at the close of Champs.

Team Volunteer Coordinator & Volunteer Check-In

- Prepare nametags for all working volunteers from your team.
- Volunteer Coordinator is responsible for ensuring all needed Champs jobs assigned to your team. 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 7:15 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.

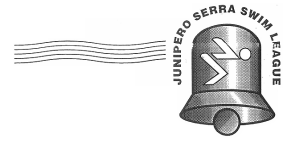
Head Programs

- Send out ad/sponsorship flyer to all teams (by mid-June)
- 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 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
- Obtains a cash box, with change, and sells programs at the opening ~90 minutes of Champs



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Head Marshal

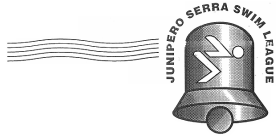
- Head Marshal coordinates over 40 volunteers throughout the meet, over 3 shifts: pre-meet warm-up shift, 1st half, and 2nd half.
- Meet Warm-Up Marshals at 7:15 am (see map for location) for briefing.
- Hold additional meeting at 8:30 am for 1st and 2nd half shift workers (see map for location). Venue maps are on the JSSL website.
- Assigns locations to volunteers. (Need strong marshals by warm-up lanes to prevent “horsing around.”)
- 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 8:30am, 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 the warm-up lanes from upper deck and go directly to the 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.

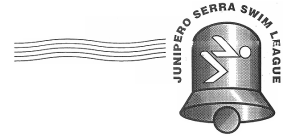
Head Starter

- 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 software are ready prior to starting next heat.
- Assistant Starter should share in the meet (typically broken into quarters between head and assistant).



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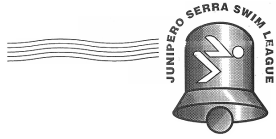


Head Clerk of Course and Head of Starting Block (Workers, Runners, and Shepherds)

- Responsible for organizing swimmers by event, heat, and lane and getting them safely to the starting blocks while minimizing delays between adjacent heats. 10 heats of 10 swimmers each occupy Clerk of Course throughout the meet.
- The Head of Clerk of Course and Head of Starting Block work together to manage the flow of swimmers to the starting blocks. 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 morning meeting.
- Hold morning meeting at the Clerk of Course (see map for time/location).
 - Attendees: Clerk of Course Workers, Starting Block Runners, Starting Block Workers, Starting Block Shepherds
 - 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
 - Check to see that chairs are labeled with lane #'s and blocks.
 - 6&U needed to be seated in CoC before 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 lane. (Older swimmers are responsible for finding their proper lane.)
 - **Starting Block Workers:**
 - Stationed on start end; 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.

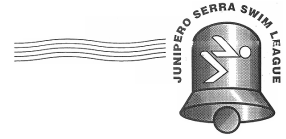
Head Stroke and Turn

- Prior to meet – verify that proper version of DQ slips are brought to and used at the meet.
- Get place judge sheets from Head Table if not delivered to you by 8:15 am.
- Hold a morning meeting (see map for time/location) - Attendees: Stroke and Turn Judges, Referee, False Start Judges, Meet Director, and Place Judges. In the meeting, review:
 - Review relay false start rules, consistent with a dual meet.
 - Review DQ guidelines for 6 and under (follow dual meet rules).
 - Introduce DQ runners when they arrive, towards the end of your meeting.
 - Instruct Place Judges to record places (especially 1, 2, 3) of all heats of each event.
- 8 Stroke and Turn judges will be assigned to locations around the pool and will rotate regularly through these locations:
 - 3 on one end of the pool
 - 3 on the other end of the pool
 - 1 at the head table acting as Place Judge
 - 1 "at rest"
- S&T judges will keep their small clipboards/pencils with them at all times. The Place Judge clipboard will remain at the head table for that rotation.



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Head MDM (Meet Data Management)

- Communicate with consultant (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, including needed printouts before the meet starts.
- 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.
 - Distribute printouts: ribbon labels and reports (Results, Heat Winners, High Point Winners).

Assistant MDM

Shadow the Head MDM role prior to and during the Champs meet. It is important to get involved several weeks *before* the meet to understand the deadlines and process with the data management vendor. There are a number of printouts documents printed before the meet. The assistant should be shadowing during this process to be prepared for the following year.

Head Table

This position coordinates the collation and delivery of documents to the Data Room and distribution of reports around the venue.

- Attend the morning meeting with FastLane Tek, Head MDM, Intermediaries, DQ Readers, and Data Room Runners to get trained on the collation process and distribution process.
- Ensure it works smoothly during the meet, stepping in to help these volunteers where needed:
 - **DQ Reader:** Ensure all DQ slips have the pertinent information. Look up team name and swimmer name to write on all DQ slips.
 - **Intermediary:** Collate reports from Place Judge, DQ slips, timing system reports, manual recorder sheets in specified order by FastLane Tek.
 - **Data Room Runner #1:** Collect collated stacks from the Intermediary and deliver to the Data Room as often as possible.
 - **Data Room Runner #2:** Collect processed DQ slips, ribbon labels, and results reports from the Data Room for distribution around the venue. DQ slips are delivered to the Head Table (to deliver to coaches). Ribbon labels are delivered to the ribbon table. 9 copies of results reports are delivered to:
 - 1 for each club Head coach (6 total)
 - 1 for archive (at Head Table)
 - 1 for announcer
 - 1 for posting on the results wall

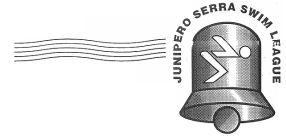
Head Referee

- Head Referee will meet with the Head Coaches for a morning meeting. (See map for time/location.)
- Head referee can review the escalation process with the coaches.
- **Information about the Escalation Process & Arbitration Team**
 - Only coaches have authority to submit a protest or inquiry to the Meet Referee. If a team, parent or coach has an inquiry regarding a heat, they should escalate the questions to the Meet Referee.
 - For a disputed DQ, Meet Referee meets with Stroke & Turn and coach to render a final decision.
 - For a timing dispute, the Meet Referee reviews documentation from the Arbitration Team,



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discuss the circumstances with the Arbitration Team, and will render a final decision.

- The Arbitration Team consists of the Meet Referee, Intermediary from Head Table, and the host club's MDM (or other club's MDM for substitute). **The Meet Referee has the final say in all protests.**

Head Ribbons

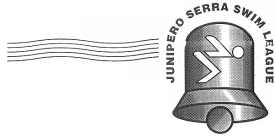
- Track printing of labels (Place Awards, Personal Bests, and (optional) Heat Winner labels) for every event. Using hardcopy results check for ties and watch for duplicate labels after event results are changed. Tracking sheet provided by Head MDM on day of meet or through email if requested beforehand.
- Bring one pair of scissors to cut apart ribbon labels to distribute to different teams.
- 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 FastLane 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

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.

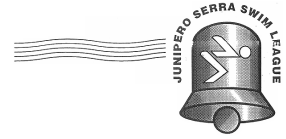
Head Timer

- Hold morning meeting for all timers and recorders (see map for time/location)
 - Get recorder sheets from Head Table if not delivered to you by 8:15 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.
- Discuss how 8&U backstroker heads may be cushioned by Recorders. Discuss method – holding palm toward pool wall and not touching child's head too early resulting in them stopping the race, turning over, and being disqualified!



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- If someone presses a timing button prematurely, please have the recorder note such on the recorder slip.
- Back-up timers may help the 10&U get out of the pool to keep the meet moving along. Use your judgment on other swimmers having difficulty.
- 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.

Important Info for Champs:

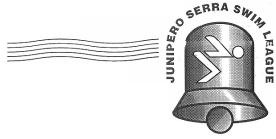
- Electronic Button Timers will be the primary timing device.
- There will be 4 Timers in each lane:
 - Timer 1: primary button + verify swimmer name
 - Timer 2: secondary button
 - Timer 3: third button + recorder
 - Timer 4: manual stopwatch
- Manual Stopwatches: 46 Manual Stopwatches will be available at the meet:

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 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.

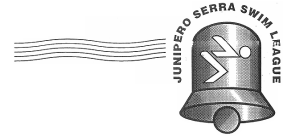
Head Runner

- The head runner is responsible for coordinating a small team of runners and for ensuring smooth distribution of recorder slips and DQ slips.
- Holds a morning meeting. (see morning meetings map for time/location). Attendees: DQ Runners and Event Sheet Runners. After the meeting, the 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 delivered to a labeled box at the Head Table. Pick up set of fresh recorder slips from the head table and deliver to the timers before the boys' 11/12 50 yard breast stroke event (Start of 2nd half). **Relay Events:**



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Ensure the recorder slips for the relays are included in the second set of recorder slips delivered to the recorders at the start of 2nd half.

- **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 legible on all DQ slips.

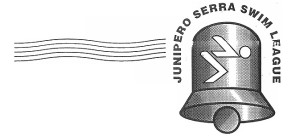
Head Setup/Teardown/Cleanup

- Ensure that all stations are set up properly before the meet, are torn down appropriately afterwards, and manage the setup and teardown workers.
- Review photo documentation prior Champs to ensure that all stations are set up correctly.
- Interface with venue management (e.g. at De Anza- Chris Winn) to coordinate the delivery of all equipment needed (rented tables and chairs; they have issues with delivering equipment on Friday so be sure to double-confirm!).
- Setup is done primarily on the afternoon before Champs because there is not enough time the morning of Champs to complete the work (typically 2-5pm). The sound and timing system vendors also use this time to set up their equipment.



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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 (certified medical experience is not necessary)

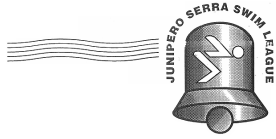
- Secure complete first aid kit from prior year's Head First Aid.
- Make sure band-aids are waterproof.
- Makes sure First Aid Table has a First Aid Kit and is staffed with volunteers.
- In the case of an emergencies call 911, and then notify Lifeguard staff (they will be on the pool deck).
- Document all incidents that are addressed at the first aid table (name, age, club, time of day, symptoms, and treatment).
- Bring Ziploc bags for ready-made ice packs if needed. Ice can be taken from the Hospitality station.
- "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.

Head Hospitality

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

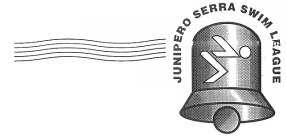
SUPPLIES

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. Arrange for Saturday delivery during Champs set-up (between 12 noon- 4pm).
 - d. 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 and choices.
 - a. Lunches are only for coaches and all day workers who can't easily leave the Deck (e.g. head jobs, data people). Head Volunteer Coordinator will provide a list of those receiving lunches.
 - b. Email those receiving lunches and let them order what they want from a short list of selections; or, order an assortment of turkey, ham, and vegetarian sandwiches.



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4. Morning coffee: Quantity ~100 cups. Set up near the volunteer check-in; available at 7:15am.
5. Cups: 3 packages of 200 count 9 oz cups (Smart n Final OR Costco)
6. Bring:
 - a. Muffin tins (for carrying water cups)
 - b. 3 pitchers for pouring
 - c. Coolers for ice and bottled waters

SATURDAY (day before meet)

- Water gets delivered between 12-4pm during our set-up time. If you can, get Water Company to put the water bottles down at the hospitality table on the pool deck.

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.