

GKAISA Championship Swim Meet Team Worker Job Descriptions

The following are general descriptions of the Team Worker jobs that may be assigned to your club. **It is required that all first shift workers must attend the Team Workers meetings on the morning of each day.** Clerk of Course workers have been assigned to either Boys or Girls courses and should report to the appropriate C of C tent in the rear of the Aquatic Center building. All other workers should proceed to the Girls Clerk of Course tent at the appropriate time and various worker meetings will proceed from there. Additional or modified instructions for each of these jobs may be given by officials at that time.

LANE TIMERS

Each club will provide 2 Lane Timers for each assigned day who will be positioned at Finish End of the assigned course. One Timer will operate a manual Stopwatch (**Clubs must provide their own watches**) and the other Timer will operate a 'pickle' button and record watch time on Timer Sheet.

HEAD TIMER

There will be a Head Timer for each course. The Head Timer will be responsible for insuring that the Lane Timers understand the timing procedures and are in proper position prior to the start of each heat. The Head Timer will start two Stopwatches for each heat. In the case where a Lane Timer has a faulty Stopwatch, the Head Timer will give the Lane Timer one of the running Stopwatches so they may properly time the swimmer.

RELAY TAKE-OFF JUDGE ("JUMP JUDGE")

Relay Take-Off Judges will be positioned poolside whenever a Relay race is being run. The Judge will judge and record relay takeoffs for 4 or 5 lanes of the pool at one end.

AWARDS PROCESSING

On Finals Day, attach labels to Ribbons and Medals and organize by team.

CLERK OF COURSE

Clerk of Course workers will be assigned their specific jobs by the Head Clerk of Course at the meeting each morning under the Clerk of Course tent. Jobs are either outside in the Clerk of Course tent area or worker may be responsible for guiding swimmers to their places inside the pool building.

HEAT SHEET SALES

Heat Sheets sales workers will be assigned to the sales desk in the entry lobby and will be responsible for sales to attendees. The sales persons will be under the direction of the GKAISA Treasurer.

HOSPITALITY

Hospitality workers will be primarily assigned to the Hospitality Room where they will insure that food and beverages are available throughout the meet. Hospitality is also responsible to insure that food and beverages are maintained in the Meet Management Room and that water is available on deck for meet workers.

RUNNERS

- Runner 1: **Diving Well End Lane Timer Sheets / DQ Slips** - Positioned at Finish End of the Diving Well End (Girls) Course.
- Distribute Lane Timer Sheets prior to each event and collect Lane Timer Sheets at conclusion of each event and deliver to collection basket.
 - Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.
 - Collect completed slips from Referee and deliver to designated collection basket.
- Runner 2: **Diving Well End Heat Winner Ribbons** - Positioned at Finish End of the Diving Well End (Girls) Course.
- Distribute Heat Winner Ribbons to swimmer or swimmers placing first in each heat.
 - Assist Runner 1 in distributing / collecting Lane Timer sheets or DQ/Relay slips as needed
- Runner 3: **Diving Well End Turn End DQ** - Positioned at Turn End of the Diving Well End (Girls) Course.
- Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.
- Runner 4 & 5: **Results and Awards Runner** - Positioned in Timing Room.
- Receive event result printouts and post in assigned places.
 - Assist Score Room workers in moving documents from on deck collection baskets to clerks in Score Room.
 - On Sunday, receive Ribbon and Medal labels from scoring person and deliver to Scoring Area in hall behind the Timing Room.
- Runner 6: **Scoreboard End Lane Timer Sheets / DQ Slips** - Positioned at Finish End of the Scoreboard End (Boys) Course.
- Distribute Lane Timer Sheets prior to each event and collect Lane Timer Sheets at conclusion of each event and deliver to collection basket.
 - Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.
 - Collect completed slips from Referee and deliver to designated collection basket.
- Runner 7: **Scoreboard End Heat Winner Ribbons** Positioned at Finish End of the Scoreboard End (Boys) Course.
- Distribute Heat Winner Ribbons to swimmer or swimmers placing first in each heat.
 - Assist Runner 5 in distributing / collecting Lane Timer sheets or DQ/Relay slips as needed
- Runner 8: **Scoreboard End Turn End DQ** - Positioned at Turn End of the Scoreboard End (Boys) Course.
- Collect DQ slips and Relay Jump slips after each heat and deliver to Referee.