

# 2011 Kiln Creek Dolphins Volunteer Duties



There is no "I" in team but there is a "U" in volunteer!

*One hundred years from now,  
it will not matter what kind of car I drove,  
what kind of house I lived in,  
or how much money I had in the bank,  
but the world may be a better place,  
because I made a difference in a child's life.*

Author unknown

Volunteers help our children achieve their goals!

As part of the registration process, parents must sign up for volunteer duties. The duties and responsibilities are listed below. If you are volunteering as Referee, Starter, Stroke Judge, Turn Judge, or Scorekeeper you must attend one of the Officials' Clinics given each year. At the clinic, you will be trained and updated on league rules and procedures. **If you have attended the clinic in previous years, you are still required to go each year**, because there are always updates to the rules.

**Each family is required to:**

- perform **three** Set Ups and **three** Clean Ups per swim season.
- perform **three** Volunteer Duties per swim season.

**All Volunteers:**

When you arrive at the pool at the specified time for your duty, it is imperative that you immediately go to the Meet Coordinator's table and sign in. The Meet Coordinator's table is located at the entrance area of the pool. This is where you will pick up equipment that may be required for your specific duty.

### **Set Up/Clean Up Information**

**Set Up:**

1. For home meets, set up volunteers must arrive by **4:15 p.m.** (*Except for the Mock Meet, set up arrival time is 4:30.*)
2. When you sign in, the Meet Coordinator will give you a pool diagram. The diagram will have complete set up instructions. Refer to the diagram if you have any questions.

**Set Up Priorities:**

1. Backstroke Flags
2. Lane Lines
3. Pool Steps
4. Starting Blocks

**Clean Up:**

1. Leave **starting blocks** and **backstroke flags** in position for morning practice.
2. Return pool to original set up. (See pool diagram. Meet Coordinator has copy.)

### **Volunteer Duties Descriptions**

**Referee:**

1. Attend clinic to learn and understand the rules.
2. Arrive at pool by **5:30 p.m.** to run the **Officials' Meeting**.
3. DQ slips must have team name, lane number, event number, and heat number to be valid.
4. Give only lanes 1-4 a "place" number. No places should be on exhibition lanes or exhibition heats.
5. Ensure times are recorded in hundredths of seconds.
6. Put Lane Slips in finish order 1st - 4<sup>th</sup>.
7. Pass on to **Scorekeeper**.

**Starter:**

1. Attend clinic to learn and understand the rules.
2. Arrive at pool by **5:30 p.m.** to attend the **Officials' Meeting**.
3. Ensure all swimmers are on the blocks before setting them down to their marks.
4. Ensure all swimmers come down at the same time.
5. Ensure all swimmers are still, and wait one second before pushing the start button.
6. Control noise and personnel behind the blocks. Only swimmers and officials should be there.
7. Help **Referee** place finishes.

### **Stroke and Turn:**

1. Attend Stroke and Turn clinic to learn and understand the rules.
2. Stroke and Turn volunteers must arrive at pool by **5:30 p.m.** to attend the **Officials' Meeting.**
3. Move to scorekeeping/ribbon writing area for **5:45 Officials' Meeting.**
4. Monitor swimmers for correct strokes and turns, as taught in clinic. **Remember:** The swimmer **ALWAYS** gets the benefit of the doubt.
5. Raise your hand when you observe an infraction. Keep it up momentarily. The Referee may approach you and ask you to explain what you saw.
6. Write up the DQ slip. Make sure **Runner** picks it up.
7. You must identify heat number, lane number, and team of the disqualified swimmer. If you know the name of the swimmer, add that to the DQ slip.
8. Again: The swimmer **ALWAYS** gets the benefit of the doubt. If you're not sure, **do not** write it up. **Remember:** The swim may be "unskilled," but it doesn't mean it's a DQ.

### **Scorekeeper:**

1. Attend the Scorekeeper clinic to learn and understand the rules.
2. Arrive **at least** thirty minutes before the start of the meet to set up the meet **Score Sheets.**
3. Look for the Head Coach and ask for Score Sheets. Score Sheets will be filled out with the **date, home and visitor team names in proper order, swimmer names and events.** There will be separate sheets for exhibition lanes (lanes 5 and 6), and any heats after the first.
4. Transfer the opposing team's information onto your score sheets. The scorekeeper from the other team will do the same.

### **Scorekeeper (Lane Slips):**

5. After each event, the **Runner** will bring Lane Slips to you.  
Make sure they are in correct finish order: (1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place, all DQs).
6. Lane slips with a DQ will have "DQ" written in the "place" section. They will be accompanied by an official DQ slip that has two copies—one white, the other yellow. Do not tear them apart--keep the two sheets together and staple them behind the corresponding Lane Slip. **When you staple them together, staple them above perforated area at the top of the DQ slip.**
7. **Discrepancies:** If there are any discrepancies or questions on lane slips, **do not** assume anything. **DO NOT** change lane slips. Send the lane slip in question back to the Referee for clarification. **The Referee is the only official authorized to change a lane slip.**
8. On your score sheets, record the finish order position, or disqualification of swimmers.

### **Points:** Assign points as follows:

1st place – 5 points

2nd place – 3 points

3rd place – 1 point

4th place – 0 points

1st place Relay – 7 points (There are no points for 2nd place relays.)

\* In the case of a tie, each swimmer gets half of the total points for the two places, for example: A tie for 1st place is 4 points each:  $5 + 3 = 8/2$ .

\* Lanes 1 through 4, in the first heat of each event are scored for points.

\* Lanes 5 and 6 are exhibition lanes and are used for a swimmer's best time.

\* All heats after the first are not scored.

9. **Substitutions:** Throughout the meet, coaches may bring you substitutions. The substitutions **must** be for **three** events **beyond** the current event in the water.

10. You must update your score sheets with the substitutions submitted by the coaches. Ensure that the opposing team's scorekeeper does the same. Tally running score at the bottom of each page, and then tally final score at the end of the meet. The **GPSA Representatives** may ask for the current score throughout the meet for announcement.
11. **Only the Referee, Coaches and GPSA Representatives** are allowed access to the score during meet. Swimmers and parents should not be at Scorekeepers table, and they are not allowed access to the score.
12. **Pool Records:** The **Publicity** person will be seated to the scorekeepers' left. This person will have a list of current pool records. Refer to this list to review each event, and when a new record is set, write it down and have the Runner take it to the Starter for announcement.

### **Sweep Judge:**

1. The Sweep Judge must arrive at pool by **5:30 p.m.** to attend the **5:45 Officials' Meeting**.
2. Take position at the side of the finish line where you have a clear view of all lanes and can determine the order in which the swimmers finish.
3. Record the finish order of the first 4 swimmers on the **Sweep Judge Ranking Sheet**.
4. You are not to be concerned with the legality of the finish.
5. Turn the Ranking Sheet into the **Referee** at the end of the meet.
6. You may be required to consult with the **Referee** for finish order during the meet.

### **Head Timer:**

1. The Head Timer must arrive at the pool by **5:30 p.m.** to attend the **5:45 Officials' Meeting**.
2. Pick up 2 stopwatches. Make sure they are in working order.
3. Move to scorekeeping/ribbon writing area for the **5:45 Meeting**.
4. Position yourself at the **finish** end—for 50s and 100s finish end will be where the starting blocks are. For 25m races, you will need to move to the other end of the pool.
5. Start both backup stop watches at the beginning of each race by watching the starter (light) strobe.
6. Reset your stopwatches after each race.
7. Be on the lookout for any timer with a raised hand, or that is calling for your attention.
8. As required, exchange one of your backup stopwatches with the timer's stopwatch.
9. At the end of that race retrieve backup stopwatch and make sure it is reset and ready for next race.

### **Timer:**

1. Timers must arrive by **5:30 p.m.** to attend the **Officials' Meeting**.
2. Pick up a clipboard, pencil, and stopwatch from the Meet Coordinator's table. Make sure your pencil and stopwatch are in working order.
3. Move to scorekeeping/ribbon writing area for **5:45 Meeting**.
4. Position yourself at the **finish** end—for 50s and 100s finish end will be where the starting blocks are. For 25m races, you will need to move to the other end of the pool.
5. If you have been given lane slips, as each swimmer gets to the starting block, ask their name to verify that each lane slip corresponds. Start the stopwatch as soon as you see starter (strobe) light.
6. Stop the watch when the swimmer touches the wall. **Any part** of the swimmer touching the wall qualifies as a finish.
7. Reset the stopwatch before each race.
8. Record the time on the **Lane Slip**. Ensure times are recorded to the hundredths of seconds: 1:11.11
9. Turn in lane slip to the **Runner**.
10. If you forget to start the stopwatch, or your stopwatch malfunctions, raise your hand and look for the Head Timer. The Head Timer will give you another stopwatch. Use this one to finish timing that particular race.
11. At the end of that race the Head Timer will retrieve the backup stopwatch from you.

**Clerk of Course:**

1. Arrive at pool by **5:30 p.m.**
2. Verify swimmer names and make sure swimmers are positioned correctly in lanes for each event.
3. Collect **Lane Slips** from the swimmers and pass them to the **Timers** before each heat.
4. If you are unable to find a swimmer please let the **Coaches** or **Meet Coordinators** know.

**Lane Slip Volunteer:**

1. Lane Slip Volunteers must arrive at the pool by **5:30 p.m.**
2. Get Lane Slips from the **Meet Coordinator**.
3. Separate Lane Slips into two stacks—one for girls, one for boys.
4. Put the lane slips on the board by age group, but only put up a few races at a time.
5. Make sure you are available at the boards at all times to help new swimmers get correct lane slip.

**Concession Runners:**

1. Arrive at pool by **4:15 p.m.** to start the set up process.
2. Pick up **pizza and ice** before and during meets.

**Concession Workers:**

1. Arrive at pool by **4:15 p.m.** to set up.

**Set Up:**

2. Set up tables.
3. Get concession items from the storage rooms.
4. Man tables to sell concession items.
5. Clean up tables.
6. Help return concession items to storage rooms.

**Runner:**

1. Runners must arrive at the pool by **5:30 p.m.** to attend the **Officials' Meeting**.
2. Move to scorekeeping/ribbon writing area for **5:45 Officials' Meeting**.
3. Collect **Lane Slips** from each **Timer** after each heat.
4. Take slips to the **Referee**.
5. Collect **DQ** slips from **Stroke and Turn Judges** as they are held up; then give them to **Referee**.

**Ribbon Writer:**

1. Ribbon Writers must arrive at the pool by **5:30 p.m.**
2. The Scorekeeper will give lane slips to the Ribbon Writers after they have been scored.
3. Record swimmer's name, event, and time on appropriate finish ribbon – 1<sup>st</sup> Blue, 2<sup>nd</sup> Red, 3<sup>rd</sup> White. Lanes 5 and 6 are exhibition swims, record swimmer's information on Participation Ribbon.
4. For **exhibition** heats, (all heats after the first) swimmers are awarded Participation Ribbons.
5. Record the time to the hundredths: 1:11.11

**Publicity:**

1. The Publicity volunteer works at Home "A" meets only. Arrive at pool by **5:30 p.m.**
2. The Meet Coordinator will give you a Publicity Sheet and current pool records.
3. Fill in Publicity Sheet with **1<sup>st</sup> place finishers** for each event.
4. Refer to current pool records to see if any new records are set.
5. In the event of a new record, write a note with swimmer's name, event, and time. Pass it to Scorekeeper or GPSA Representative for announcement.
6. Turn in complete meet results to **GPSA Representative**.

### **Heat Ribbons:**

1. Heat Ribbon Volunteers should be at the pool by **5:30 p.m.**
2. Take position at side of finish line with a clear view of all lanes and can determine first place.
3. Heat ribbons are given to **the first swimmer to touch the wall, regardless of the official outcome of the race, (DQ, etc.).**
4. Give swimmer heat ribbon as he/she exits the pool.

### **Meet Coordinator (Prior to Meet):**

1. Make sure starting system is charged.
2. Check stopwatches, make sure they work.
3. Sharpen pencils, and make sure there are enough for each duty.
4. Make sure all clipboards are set up.
5. Print and take a copy of current pool swim times from website. (Prior to, verify with Stats that it is the latest and most up-to-date.)
6. Print/prepare Meet Sheet—1 copy for Ref, 1 for Starter.
7. Have Publicity Sheet ready.
8. Print and take Volunteer Duties and Set Up/Clean Up Rosters.

### **Meet Coordinator (At/During Meet):**

1. Set up starting system at Referee table.
2. Set up Event Number Notebook next to the starting system.
3. Ensure **Lane Lines** and **Backstroke Flags** are set up, and **Pool Steps** removed.
4. Round up volunteers and coordinate set up and concession activities.
5. Get 10 copies of **Score Sheets** and **Exhibition Sheets** from **Coach** as soon as possible. Pass to **Clerks of Course, Lane Slip Workers, Referee and Starter.**
6. Ensure the original **Score Sheet** goes to **Scorekeeper.**
7. Ensure **GPSA Rules** are on clipboards of **Referee** and **Starter.**
8. Give **Meet Sheet** to **Referee** and **Starter** along with whistles, clipboard and pencils.
9. Give **Sweep Judge Ranking Sheet** to **Sweep Judge.** Have one spare for away team if needed.
10. Give copy of **current pool times** to **Publicity** and **Scorekeeper** so new records can be announced.
11. Distribute equipment to volunteers:
  - Clipboards, pencils and stop watches to **Timers.**
  - DQ slips, pencils, clipboards to **Stroke and Turn Judges.**
12. Ensure **Awards Board Member** gives ribbons to **Ribbon Writers.**
13. Give **Publicity Sheet** to **Publicity Volunteer.**
15. At **5:45 p.m., using the PA system,** call for the **Officials' Meeting** (or have the Referee do it).
16. Introduce volunteers at the officials' meeting.
17. Ensure officials know that water can be found behind the scorekeeper's table, and have **Concession Workers** offer water to timers and officials during meet.
18. Turn over **Officials' Meeting** to **Referee** for instructions.
19. At **6 p.m.,** play National Anthem prior to start of meet.
20. Turn control of meet over to **Referee and Starter.**
21. Be aware of swimmer changes during meet to pass on to **Lane Slip** worker and **Clerk of Course.**
22. Let Coach know if a swimmer fails to pick up Lane Slip, as this may indicate they are a no-show.

### **Meet Coordinator (End of Meet):**

1. Get all equipment back and return to box.
2. Make sure box is ready for next meet.
3. Coordinate tidying of poolside.