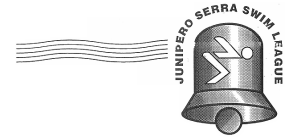


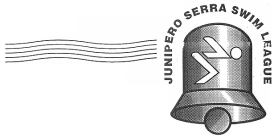
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De Anza College



Volunteer Job Descriptions – ALL

Job Title	Description
Directors	
Champs Meet Head Coordinator	Responsible for the overall planning and coordination of the JSSL Championship meet. Accountable to the JSSL Board of Representatives.
Assistant Champs Coordinator	Assists Champs Meet Head Coordinator as needed (intended to be Champs Meet Director the following year)
Champs Meet Director	Person responsible for the technical aspect of the swim meet on the day of the meet.
Assistant Meet Director	Assists Meet Director as needed (intended to be Champs Meet Director the following year)
Marshals	
Head Course Marshal	Oversees the facility, course marshals and pool/restroom monitors. Monitors and coordinates pre-meet, 1 st , and 2 nd shifts. Over 40 marshals to lead.
Warm-up Pool Marshals	Monitor behavior in the warm-up pool (no diving, no horsing around). During the pre-meet warm-up, 4 marshals attending pool. During the meet, attending the 5 warm-up lanes, ensuring minimum age and monitoring behavior.
Stair and breezeway Marshals	Monitor traffic to/from pool deck to keep unauthorized swimmers/adults out. Help stair way traffic flow for swimmers. Breezeway marshals ensure no chairs, shade tents, or umbrellas are set up.
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/chairs are available for set-up. Provide direction to set-up and teardown team.
Asst Set-up	Assists with set-up as needed (shadow for the following year)
Asst Teardown	Assists with teardown as needed (typically the same person as Asst Teardown during a shadow year)
Bathroom/Locker Room Monitors	Male and female volunteers to monitor boys bathroom, girls bathroom, boys locker room, and girls locker room. Check for stocked supplies as well as inappropriate behavior from unmonitored children.
Set-up workers	Saturday 2pm to help set up equipment, and get the pool ready for the meet. Reports to head set-up person. Plan on 3 hours.
Teardown workers	Takes down EZ-ups, Clerk of Course benches, and other equipment. Help haul equipment to cars. 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.
Tables and Chairs	Put away tables and chairs at the close of the meet.
Trash & Lost and Found	Picks up trash left in and around the venue. Bags lost and found articles. If named, attempt to return to team/owner, otherwise donate to charity.



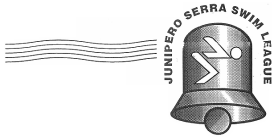
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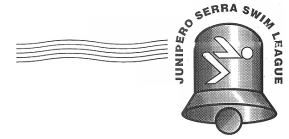


Officials	
Head Referee	Person "in-charge" of the officials and rules of the governing of a meet. Any questions/problems arising during the meet are to be addressed to the referee first, who will make a ruling. If all possible effort has been made and the question/problem cannot be resolved, then and only then is the meet director to be approached to make a final judgment.
Head Stroke & Turn Judge	Conducts meeting prior to start of meet with first and second half S&T judges, Place judges, and False Start judges. Oversees Stroke & Turn. Involved in DQ disputes.
DQ Reader	Reads and confirms DQ slips. Looks up team and swimmer names. Delivers DQ slips to coaches. Does not require stroke & turn experience.
Stroke & Turn Judges	Judge legality of strokes & turns per league rules. 8 judges for each half of the meet (6 S&T, 1 Place Judge, 1 "on break")
Place Judges	Records finish place for all heats. In the event of close races, capturing order of 1 st , 2 nd , 3 rd is most critical. Stroke and Turn judges will perform this function.
False Start Judges	Judge false starts during relay exchanges, completing their own DQ slips for any infractions. First half S&T judges will perform this function.
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. Responsible for checking in parent volunteers at 7:15am the day of Champs.
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 and plan to work a first or second half shift.
Head First Aid	Makes sure First Aid Table has a stocked First Aid Kit & in the case of an emergency will call 911. Manages First Aid Table.
First Aid Table worker	Administers basic first aid.
Hospitality Head	Oversees distribution of refreshments to volunteers. Responsible for bringing cups 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. Help Head Hospitality unload (1 st half) and load (2 nd half) supplies from/to the parking lot.

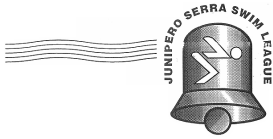


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Timing and Data	
Head MDM	This is the assistant to the consultant working the timing system. Ensures names and times are posted on scoreboard. Assists Intermediary. Handles all club entry files and prints necessary reports before and during the meet.
Assistant MDM	Shadow Head MDM in preparation for the following year. Involved in process several weeks before the Champs meet to understand process and document/printout requirements.
Head Table	Runs the pre-meet meeting with Intermediaries, DQ Readers, and Data Room Runners. Trained by data management consultant the morning of the meet. Oversees the collation of DQ slips, timing system printouts, place judge reports, and recorder slips.
Intermediary	Review all inputs (timing system report, DQ slips, place judge reports, and manual recorder sheets) and compiles "packages" for the data management team.
Data Room Runner #1	Takes intermediary "packages" to data room. Involves lots of walking and many flights of stairs!
Data Room Runner #2	Delivers results reports to various locations in the venue and ribbon labels to ribbons table. Involves lots of walking and many flights of stairs!
Starters	
Announcer	Announces events and swimmers. Reads senior bios.
Assistant to Announcer	Assist announcer. Checks into problems as they occur. Provides backup when head Announcer needs breaks.
Head Starter	Responsible for starting each event, position swimmers correctly, work with back up starter positioned across the pool.
Assistant Starter	Work in tandem with the head starter (typically the starter work is split evenly during the meet). Shadow for the following year.
Twitter Data Entry	Sits on the pool deck with a close eye on how full Clerk of Course is. Needs to bring a laptop and a hotspot, plus power cord. Call events to Clerk of Course as needed. Also posts scores, announcements, or jokes to Twitter! Twitter account information provided prior to champs meet.
Swimmers Pre-Race	
Head Clerk of Course	Oversees Clerk of Course Area - Responsible or chair seating of 100 swimmers according to heat and lane assignments.
Asst. Clerk of Course	Assists Head Clerk of Course. Shadow for the following year.
Clerk of Course Workers	Seats 100 swimmers in chairs; in the right heat and lane.
Swimmers Race - Timing	
Head Timer	Oversees timers. Goes over timing procedures with electronic and manual timers before the meet.
Assistant Timer	Subs for timers when timers need break.
Head of Starting Block	Responsible for starting block workers, runners, and shepherds. Keeps heats moving toward the blocks and fix any problems that arise.
Starting Block Runners	Leads swimmers from Clerk of Course Area to Starting Blocks. Younger swimmers led by ropes. Keeps backlog of heats lined up to



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	keep meet running smoothly.
Starting Block Workers	Stationed at the starting blocks. Ensures swimmers stay in correct lanes after starting block runner leaves.
Starting Block Shepherds	Stationed at the finish end. Herds swimmers off the pool deck and to the proper exit stairs to the upper deck.
Timer – Electronic buttons	Press timing button at end of each race.
Electronic button #	Verifies swimmer name. Timers automatically start when timing system. Timers push electronic buttons when swimmers touch the wall. Past timer experience required.
Electronic button #2	Timers automatically start when timing system. Timers push electronic buttons when swimmers touch the wall. Past timer experience required.
Electronic button #3 / recorder	Timers automatically start when timing system. Timers push electronic buttons when swimmers touch the wall. Past timer experience required. Record time from manual stop watch onto recorder sheet.
Manual stopwatch timer	Manual stopwatch at start & finish of each race as backup.
Swimmer - Results	
Head Runner	Coordinates all the runner activities. Leads pre-meet meeting with DQ runners and event sheet runners.
DQ Runner	Takes DQ slips from judges to Intermediary at head 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 from Timer #3/recorder to Intermediary at head table.
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. (Participation ribbons are done prior to the day of the 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 Personal Best ribbons.)