

## **SWIM MEET JOB DESCRIPTIONS**

- A. REFEREE (should wear white shirt and blue shorts)  
(See Appendices C, P, Q, & U for additional Information)

Beginning with the 2006 season, JSL will attempt to have well-qualified Referees at as many dual meets as possible. These persons will be selected by the JSL Board's Officials Consultant. USA Swimming certified stroke-and-turn judges or referees will be used wherever possible.

The Referee will be primarily responsible for the deck to include strokes-and-turns and starts. He/she must see that all rules are enforced and applied appropriately and must decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. The full Referee job description is found in the USA Swimming Rulebook under Article 102.13. Certain procedures below were taken from that Article.

The Referee has authority over the Stroke-and-Turn judges and the Starter while the Meet Director insures that the meet is running as smoothly and efficiently as possible. There may be situations which require consultation between the Meet Director and Referee to resolve certain issues. Good communication and cooperation are essential. In the absence of a Referee, the Meet Director will serve as Referee.

1. Meets with Head Officials and Judges to answer questions and discuss meet, if needed.
2. Meets with Stroke-and-Turn Judges to answer questions, lay ground rules, and determine rotation, if needed.
3. Meets with Coaches to lay ground rules, if needed
4. Supervises deck and ensures that meet is conducted in accordance with U.S. Swim technical rules and/or regulations and the Jefferson Swim League Bylaws.
5. Disqualifies a swimmer for any rules violation that the Referee personally observes and, except for false starts, must raise one hand overhead.
6. Signals the Starter, before each race, that all officials and timers are in position, the course is clear, and that the heat may start.
7. Gives decisions at any point where opinions of judges differ or overrules any judge who is not correctly interpreting the applicable rules.
8. Makes an immediate investigation, when automatic or semi-automatic officiating equipment is used and an apparent malfunction occurs, to determine the correct order of finish.
9. Prohibits the use of any device that disrupts or interferes with the meet.
10. Modifies the rules for any swimmer with a disability, if needed, using Article 105 of the USA Swimming Rule Book.

B. **MEET DIRECTOR** (should wear white)  
(See Appendices A, H, & O for additional information)

As outlined below, it is easy to see that the Home Meet Director is one of the most important officials for a team. He/she is ultimately responsible for conducting all home meets and serves as the official representative (spokesperson) for the team at away meets. Meet Directors are encouraged to attend ALL JSL pre-season clinics, but are required to attend the Meet Director Orientation Class.

As noted in the Referee Job Description, the Referee has authority over the Stroke-and-Turn judges and the Starter while the Meet Director insures that the meet is running as smoothly and efficiently as possible. There may be situations which require consultation between the Meet Director and Referee to resolve certain issues. Good communication and cooperation are essential. In the absence of a Referee, the Meet Director will serve as Referee.

1. Supervises all home dual/tri meets and ensures that meets are conducted in accordance with USA Swimming technical rules and/or regulations and the Jefferson Swim League Bylaws. Serves as the Referee if a Referee is not available.
2. Ensures that pool area is reserved and properly prepared (in accordance with USA Swimming rules where appropriate) to include:
  - a. Lane lines
  - b. Starting blocks
  - c. Backstroke flag lines
  - d. Lights (if available)
  - e. Starter's table
  - f. Scorer's table and chairs
  - g. Clerk-of-Course chairs
  - h. Sweep judge chairs (2 on each side of pool at finish line)
  - i. Crowd control ropes where needed
  - j. False start rope
  - k. Proper pool water depth and starting block height
  - l. Qualified Lifeguards on duty at all times when swimmers are present
  - m. Other preparations as needed
3. Ensures that adequate supplies are available for the meet to include:
  - a. All ribbons
  - b. Timers cards
  - c. Sweep judge cards
  - d. "DQ" slips
  - e. Laptop computer with Meet Manager Program
  - f. Printer with adequate paper and labels
  - g. Event lists (several for table, starter, S&T, C-of-C, etc.)
  - h. Colorado Starting System (fully charged)
  - i. Backup Starters gun and blanks (or light and horn)
  - j. Megaphone or PA system
  - k. Stop watches (**3 blue and 3 green** per lane if possible)
  - l. Sufficient pencils, paper clips, etc.
  - m. Automatic or semi-automatic timing equipment if available
  - n. Other supplies as needed
4. Confirms that adequate TRAINED personnel are available to run the meet by consulting Parent Volunteer Rosters supplied by each club (See Appendix A)
5. Ensures that sufficient refreshments are available

**(MEET DIRECTOR, continued)**

6. Arranges publicity if needed
7. Serves as announcer if separate announcer unavailable
  - a. Announces start of meet
  - b. Directs swimmers to Clerk-of-Course area well in advance of their event
  - c. Makes other announcements as needed
8. Ensures that special needs swimmers are accommodated according to Article 105 of the USA Swimming Rules and Regulations and the JSL Guidelines (Appendix H)
9. Keeps the Visiting Team Meet Director informed (in a timely manner) of all changes occurring during the meet (e.g. changes or additions to events, adding or deleting heats, etc.) JSL Bylaws require that changes other than deletions require approval of both the Home and Visiting Meet Directors. All changes must be initiated by both to ensure that the Clerk-of-Course is properly notified. It is the responsibility of the coach to get the changes properly approved.
10. In conference with visiting Team Meet Director(s), makes decision as to starting, stopping, re-starting, and/or rescheduling meets as outlined in the bylaws. (N.B. As always, common sense must prevail in all decisions involving the safety of the swimmers, officials, and spectators. It is certainly better to err on the side of safety rather than expose anyone to unnecessary risk.) The Jefferson Swim League suggests the following guidelines for clearing the pool area during thunderstorms. Where applicable, swimmers and spectators should:
  - a. Move inside a large building
  - b. Stay away from metal pipes, wire fences, metal railings, motor cycles, bicycles, golf carts, or other metal objects that might carry lightning.
  - c. Avoid using outdoor telephones
  - d. Avoid open structures in open areas such as picnic shelters
  - e. Avoid showers
  - f. Avoid heights, fields, and tall trees
11. Keeps official time for meet to ensure that meet ends on time in accordance with JSL Bylaws.
12. Ensures that computerized results are transmitted to the JSL by 9:00PM the following day.
  - a. Results may be emailed according to procedure
  - b. Results may be transferred by disk
13. Ensures that results in AP format are transmitted to the Daily Progress
14. Makes electronic data results available to other teams when requested. (It is understood that any team requesting immediate data results will provide a disk or thumb drive for copying.)
15. Completes the JSL Sportsmanship Rating Form (see Appendix O or online at [www.jsl.org](http://www.jsl.org)) in a fair and objective manner by rating the opposing teams(s) for sportsmanship. Input should be obtained from the coaches, parents, and swimmers.
16. When at away meets, serves as the official representative and spokesperson for the visiting team.
17. When at away meets, assists the Home Meet Director as needed or requested

- C. **STARTER** (should wear white)  
(See Appendices C, Q, R, S, & T for additional information)

The starter should be equipped with the Colorado Timing Start System, whistle, and megaphone (if possible). He/she shall be stationed within 10 feet of the starting end where the light flash is clearly visible to the timers and the sound is easily heard by the swimmers. Jefferson Swim League requires starters to be either USS or YMCA certified or have attended a USS, YMCA, or JSL clinic for starters within the current calendar year.

**Beginning in 2007, "dive-over" starts will be used in all age groups 9 and above (i.e., not mites). The starter must be aware that swimmers will remain in the water, clinging to the lane line at the completion of a heat. The following heat will be started and "dive over" the swimmers remaining in the water from the previous heat.**

1. Receives swimmers from the Clerk-of-Course. (See Appendices Q, R & T)
2. Directs swimmers to step onto the starting block and remain there. (Backstroke swimmers are directed into water.)
3. **Consults event sheet to confirm that all swimmers are present and in correct lanes. Timers should have extended hand over empty blocks.**
4. Notifies swimmers of the following:
  - a. Event number
  - b. Distance (with pool length clarification; e.g. 1 length)
  - c. Event name
  - d. Stroke(s) to be used and order, (if applicable)
  - e. Relay swimmers are to leave the pool immediately after swimming their leg.
5. Referee, if available, BLOWS WHISTLE and commands, "Quiet for the start!" if needed.
6. Asks if, "Timers and judges ready?"
7. Directs swimmers to, "Take your mark!" and gives sufficient time for swimmers to come to starting position with at least one foot at the front edge of the platform (swimmers must respond at once). Backstroke swimmers may be directed to, "Place your feet!" and must have both hands on the gutter or starting grips and both feet (including toes) below the surface of the water. At this point it is too late for a swimmer to show for heat or changes to be made in relay teams.
8. Gives starting signal (horn and light) when all swimmers are motionless
9. Gives false start signal (multiple horn blasts) if false start is committed & directs swimmers to, "Stand up!".
10. Calls false start(s) by lane number(s)
11. Disqualifies any swimmer with two false starts and notifies closest DQ Judge (See Appendix C)
12. Changes order of events or heats (using discretion) to rest swimmers involved in false starts
13. Commands timers to, "Clear watches!" prior to start of next heat
14. Assists in announcing if separate announcer unavailable
15. Serves as dual confirmation relay takeoff judge for starting end of pool on the starter's side.

**D. CLERK-OF-COURSE**

(See Appendices B, B1, E, E1, F, F1 for additional information)

The Clerk-of-Course must arrive at least one hour before start of meet and have a designated area to receive swimmers. The area should be well lit and include at least enough seats to accommodate four heats of swimmers. The number of seats across should equal the number of lanes in the pool and should be designated by lane numbers. Ideally there should be 2 to 3 clerks from each team plus parent volunteers to help lead the youngest children to the blocks. New clerks are encouraged to attend the JSL Clerk-of-Course clinic.

1. Arrives one hour before meet begins and obtains completed Meet Program (Appendix B) and completed timing cards from coach. It is possible that the clerks may have to assist in attaching labels to the timing cards. The Meet Manager program should pre-seed the meet using the following guidelines:
  - a. Last heat is the fastest
  - b. Next-to-last heat is composed of the next fastest swimmers and so forth until the first heat which is composed of the slowest swimmers
  - c. Fastest swimmers are placed in the center lanes and slower swimmers to the outside
  - d. Exhibition swimmers ("X" on all computer printouts) are seeded in the slowest heat/lane.
  - e. Limits heats to a maximum of 3 (except events 21-30 unlimited) unless approved by Home Meet Director.
  - f. No heats may be added to accommodate exhibition swimmers. Exhibition swimmers may only be added to empty lanes which are available in existing heats of official swimmers. The lanes available for exhibition swimmers must be split equitably between the teams with any uneven preference going to the visitor(s).
  - g. Alternate lanes are used for each club where possible
  - h. Follow all of the above guidelines when swimming "Gold/Silver" meets:
    - i) "gold" swimmers are placed in the fastest heat & "silver" swimmers in the slower heats
    - ii) run separate "gold" and "silver" heats if possible
    - iii) do not add heats to accomplish separation of "gold" and "silver" swimmers

2. Ideally seeding should follow the format below for determining lane of a swimmer in dual meets (lane number 1 is to the right as swimmers face the pool at the start). The numbers below represent the seeding with-in a heat using the numbers with an asterisk (\*) to represent one team and unmarked numbers to represent the other team. However, expediency may dictate that lanes not be alternated.

<u>Lane Number</u> >>>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
5 Lane Pool				3*	2	1*	1	2*
6 Lane Pool			3	2*	1	1*	2	3*
7 Lane Pool		4	3*	2	1*	1	2*	3
8 Lane Pool	4*	3	2*	1	1*	2	3*	4

3. Ideally seeding should follow the format below for determining lane of a swimmer in tri-meets. H = home team, V1 = visitor one, and V2 = visitor two. However, expediency may dictate that lanes not be alternated.

<u>Lane Number</u> >>>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
6 Lane Pool			V1	H	V2	V1	H	V2
8 Lane Pool	V2	V1	H	V2	V1	H	V2	V1

4. Seeding will follow the format below for determining lane of swimmer regardless of club affiliation in championship meet (assuming 10 lane pool)

<u>Lane Number</u> >>>	<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
	10	8	6	4	2	1	3	5	7	9

D. **Clerk-of-Course** (continued)

5. Confirms all timers' cards are stickered with the correct Boy or Girl label (See Appendix E).
6. Combines heats and events using good judgment so as not to confuse officials or create hardships on swimmers. This should only be done in the interest of shortening the meet due to "no-shows", etc.
7. Reports to computer operator and starter and/or announcer any heat or event combinations or deletions by appropriate communication (written or verbal). In computerized meets, it is VERY important that these officials be advised of any changes.
8. Retains timing cards to give to swimmers as they are seeded at Clerk-of-Course area.
9. Assists announcer in calling swimmers to the Clerk-of-Course area in a timely manner and maintains an event board if possible
10. Stages swimmers by event number and heat number using the Meet Program Report and timing cards.
11. Ensures that coach(es) have signatures or recognized initials on timing card(s) from both Meet Directors prior to making any seeding substitutions or additions once an event has been seeded. (Deletions from an event do NOT require approval.) It is the coach's responsibility to get the proper initials on timing cards. Late arrivals should be accommodated if possible.
12. Does not allow changes to an event once that event has been called to the Clerk-of-Course.
13. Directs swimmers to area behind starting blocks in such a manner that there is always one heat waiting behind the blocks
14. Consults meet director to limit heats if meet is running late

E. **STROKE-AND-TURN JUDGE** (should wear white shirt & blue shorts)  
(See Appendices C & Q for additional information)

There should be at least one Stroke-and-Turn Judge (and not more than two) from each club in dual and tri-meets positioned on opposite sides of the pool. In L-shaped pools the home team should provide an extra judge for the bottom of the L. In 50-meter pools, an additional turn judge from each club is allowed for the ends. Newer Stroke-and-Turn judges are allowed as extras to obtain experience. Jefferson Swim League requires Stroke-and-Turn Judges to be either USS or YMCA certified or have attended a USS, YMCA, or JSL clinic for Stroke-and-Turn Judges within the current calendar year.

1. Raises hand if not prepared when starter asks, "Timers and judges ready?"
2. Walks abreast of swimmers & observes USA Swimming rules relating to the following:
  - a. Style of swimming designated for the event (i.e. stroke)
  - b. Correctness and completeness of "Turn"
3. Judges relay takeoffs at both ends of the pool. The Stroke-and-Turn Judge initiates the disqualification, but it must be confirmed by another judge having jurisdiction over the lane in which the violation occurred. Without dual confirmation, the violation did not occur. Violations called outside of the judge's jurisdiction are not valid. The Starter may serve as a takeoff judge at starting end of pool. In the absence of an adequate number of judges, the head judge can delegate responsibility
  - a. Records valid take-offs as "O" and early take-offs as "X" on DQ slip
  - b. Compares DQ slip with confirming judge at end of relay
  - c. Disqualifies any relay team with early take-off confirmed by both judges
4. Raises one hand with open palm when any infraction is observed except early take-offs.
5. Reports violations on DQ slip (See Appendix C) detailing:
  - a. Swimmers name (obtain from timer's card or swimmer)
  - b. Event number
  - c. Heat number
  - d. Lane number
  - e. Judges initials
  - f. Reports to Referee for Referee's Initials (if Referee is working meet)
  - f. Description of infraction
6. It is no longer required that the Stroke & Turn Judge notify any swimmer or coach of the disqualification.
7. Gives completed DQ slip to runner or sweep judge

**F. RELAY TAKEOFF JUDGE**

(See Appendices C and Q for additional information)

Relay takeoffs are normally judged by the Stroke-and-Turn Judges. However, in the absence of an adequate number of judges, the head Stroke-and-Turn Judge may delegate the responsibility for relay takeoffs to another person(s). The designated person(s) is positioned on the side(s) at the end(s) of the pool. All Takeoff Judges shall position themselves so as to have a clear view of the touch of the incoming swimmer(s) and the feet of the departing swimmer(s)

1. Raises hand if not prepared when starter asks, "Timers and judges ready?"
2. Judges relay takeoffs (not the start) by the following:
  - a. Observes every swimmer leaving platform as incoming swimmer touches end of pool and places an "O" in the appropriate lane and swimmer block on the "DQ" Slip if take-off was legal
  - b. Places an "X" in the appropriate lane and swimmer block on the "DQ" Slip if any swimmer is not in contact with platform when incoming swimmer touches. (Starting swimmer may be in motion as long as he/she is still in contact with platform.)
  - c. Upon completion of relay events, compares completed slips with other confirming judge. (It is important to note that a violation did NOT occur unless there is dual confirmation (that is, the "DQ" slips agree) by the other official having jurisdiction over the lane(s) in which the violation(s) occurred.) Violations called outside of the judge's jurisdiction are not valid.
3. Does NOT raise hand when infraction observed
4. Marks both DQ slips with "Early Take-off, Swimmer # \_\_\_\_" and the position of the swimmer committing the violation. In addition, the DQ slips must be completed with team name, event number, heat number, lane number, and initials
5. Gives both completed DQ slips to runner or sweep judge

**G. SWEEP JUDGE**

(See Appendix D for additional information)

A total of four sweep judges confirm the order of finish by serving as backup to the timers. It is a position that should not be taken lightly and requires experience, concentration, and a keen eye. Two sweep judges from each club (in dual meets) shall be stationed on each side of the pool having a clear direct view of the finish line. In tri-meets, at least one of the four judges should be from the smallest of the three teams. There shall be one sweep judge card filled out on each side of the pool for each heat. One sweep judge shall observe and call out the order of finish, while the other assists and records order on sweep judge card.

1. Records event number and heat number at top of sweep judge card (both event/heat numbers are recorded when two events/heats are combined)
2. Observes swimmers who are starting each heat and places an "X" over the number of any vacant lane at the top of the card.
3. Raises hand if not prepared when starter asks, "Timers and judges ready?"
4. Observes order of finish and calls out lane number as swimmer in that lane touches finish line
5. Records order of finish in lane number boxes on sweep judge card
6. Records "tie" if place distinction can not be made. (It is important to note that recording a tie is far better than guessing at finish.)
  - a. Connects the place and lane boxes for lanes involved in ties using brackets and writes the word "tie" within the brackets
7. Records "?" if place position was missed (did not see)
  - a. Places a "?" in lane box if finish was not seen (do not guess at finish)
8. Records "DNF" beside lane box for any swimmer not completing the heat
  - a. Record the swimmer's lane number in the place box (last)
  - b. Record "DNF" beside the place box containing that swimmer's lane number
9. Initials card and gives to runner

**H. FALSE START ROPE**

There shall be one person assigned to the false start rope.

1. Secures false start rope 4 feet above the water and approximately 30 feet from the start in such a manner that it can be released (dropped) quickly
2. Drops false start rope immediately upon hearing false start signal from starter (multiple gun shots or horn blasts)
3. Re-secures false start rope after all swimmers stop and return

I. **TIMER**

(See Appendices E, E-I, F, F-I, & G for additional information)

In dual meets there must be 3 timers in each lane in addition to the designated head timer. Valid times from the 3 watches in each lane not only determine the official time for each swimmer, but also the order of finish. If enough timers are not available, a minimum of 2 per lane is required before an event can begin with any extras assigned to the center lanes. However, if there are only 2 timers in more than 50% of the lanes in a meet, the sweep judges will determine the order of finish for all swimmers. Where automatic or semiautomatic timing equipment is used there still must be 3 timers per lane with 1 to 3 also serving as "button pushers". The home team is responsible for obtaining sufficient watches for the meet (**3 each of blue and green** per lane plus **1 each of blue and green** for the head timer(s) plus backups). In addition to serving as a backup timer, the HEAD TIMER organizes timers prior to meet, gives instructions, assigns lanes, and gives out watches **ensuring that each timer has one blue watch and one green watch**. New timers should be given a copy of Recommended Timing Procedures for Jefferson Swim League (see Appendix G) to study prior to the meet. The HEAD TIMER will review this procedure with all timers prior to the start of the meet. Head Timers must be familiar with all procedures regarding timing.

**Beginning in 2007, a new method of timing and recording was developed using TWO watches (one blue and one green) per timer. The timer starts one watch (e.g. blue) for heat #1 and that watch is stopped, but not cleared, at the end of the heat. The following heat #2 is then started on the other cleared watch (e.g. green). Once that heat #2 is in the water, the times from the previous heat #1 are recorded from the blue watch and that watch is cleared. When the following heat #2 is complete, the green watch is stopped, but not cleared. The next heat #3 is started on the cleared blue watch. Once that heat #3 is in the water, times from heat #2 are recorded from the green watch and that watch is cleared. This process continually repeats itself throughout the meet with the timers not recording times from heats until the following heat is started with another watch. Timers must keep one cleared watch available at all times so as not to delay the start of any heat.**

**Beginning in 2007, "dive-over" starts will be used in all age groups 9 and above (i.e., not mites). The timer must be aware that swimmers will remain in the water, clinging to the lane line at the completion of a heat. The following heat will be started and "dive over" the swimmers remaining in the water from the previous heat.**

1. Takes card from swimmer and verifies name, event, heat, and lane. Initials card upper right-hand corner confirming that this information has been verified.
2. **Extends arm horizontally over starting block to signal starter that there is no swimmer in the lane.**
3. Resets watch and is prepared to time at beginning of race when starter signals "Clear watches!"
4. Raises hand **vertically** to signal starter to delay start if not prepared to time when starter asks, "Timers and judges ready?"
5. Starts watch from flash of strobe light (not sound)
6. Raises hand to signal head timer to take over position if start is missed, watch malfunctions, or watch is stopped prematurely
7. Stops watch when any part of swimmer touches end of pool or course at end of race (being aware that many races are multi-lap events).
8. **Reminds swimmers to stay in the water, clinging to lane line, at the end of the heat.**
9. Reads watch and records all times to hundredths (thousandths are dropped) on timers card, initials box to verify accuracy, and gives completed card to runner.

J. **HEAD-OF-TABLE**

(See Appendices J, K, L, & M for additional information)

The Head-of-Table should be familiar with all functions of the table so that as questions arise during the meet, they can be answered quickly. Also the Head may have to relieve at certain positions if adequate help is not available.

1. Assists in obtaining volunteer table workers
2. Prepares table prior to home meets
  - a. Ensures that adequate supplies and award ribbons are available
  - b. Provides sufficient tables and chairs for workers
  - c. Prepares 3 (or 4) boxes for timing cards, ribbons and DQ slips
    - i) Timing Card box (timing cards are retained by home team as official)
    - ii) Home Team ribbons & DQ slips
    - iii) Visiting Team One ribbons & DQ slips
    - iv) Visiting Team Two ribbons & DQ slips (tri-meet only, if needed)
  - d. Ensures that Laptop Computer with Meet Manager program is available
  - e. Ensures that printer, paper, and labels are available
3. Sets up table using the following format depending on space availability at poolside:  
Computerized Table  

Sorter (boys)	Sorter (girls)	Computer Assistant	Computer Operator	Backup	Check(2)	Awards(2)
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4. Assigns table positions using equal number of volunteers from each team (runners are a table position and are normally provided by home team in addition to other table workers)
5. Assists at any table position needed
6. Mediates disputes and solves problems arising at table
7. Ensures that meet results in AP format are transmitted to the Daily Progress ASAP
8. Ensures that all data entry is completed at end of meet and transmitted to the JSL website or given on disk to appropriate people
9. Organizes and assists in clean-up of table and supplies

K. **RUNNER**

One (or preferably two) runner(s) assist in gathering the various cards from timers and judges to take to the scoring table.

1. Collects the following after each heat **being aware that timer's cards may not be completed until after the beginning of the following heat:**
  - a. "DQ" slips and sweep judge cards from sweep judges
  - b. Timers cards from timers
2. Takes cards immediately (in heat and sex order) to appropriate boy or girl sorter at table
3. Returns to collect more cards
4. Assists in collecting timing cards from mites to transfer to timers at opposite end of pool in 25yd events

L1. **SORTER (3 timers per lane)**

(See Appendices C, D, E, E1, F, & F1 for additional information)

The sorter position is much easier when the meet is run with three timers per lane. It requires a thorough knowledge of the procedures below and a cool head. A general knowledge of swimming and its terms is preferred. Ideally two sorters from each team are needed and the work is normally divided by gender groups. The sorters organize the timing cards, "DQ" slips, and sweep judge cards into event, heat, and lane order as they are delivered to the table by the runners, then determine the official times for the swimmers. (Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events and are scored and ribboned as such. However, when using three timers per lane, the computer will take care of gold/silver for you.)

1. Receives 2 sweep judge cards (white) from runner for each heat swim
2. Receives 1 timer's card (pink for girls or blue for boys) from runner for each swimmer in heat
3. Sorts (organizes) all cards into individual heats first and groups heats into event order next
4. Compares timers cards to sweep judge cards to make sure all timers' cards are present in each heat (Note that empty lanes should be "X'ed" out at the top of the card.)
5. Separates all complete "DQ" (yellow) slips and matches with timers cards, circles "DQ" at top of timers card, staples together with the "DQ" slip behind the swimmer's timing card, but leaves them in correct heat and lane location (does not determine place or compute times for DQ'd swimmers)
  - a. "DQ" slips must be complete with swimmers name, Event #, Heat #, Lane #, Judge's initials, and infraction
  - b. Questionable "DQ" slips should be brought to the attention of the Meet Director for official ruling.
  - c. "DQ" slips, which have been voided by the Meet Director, should be marked "VOID", reason voided, and retained with valid "DQ" slips.
6. Locates and clearly marks any exhibition timers cards (see Appendix E-I & F-I) but leaves them in correct heat and lane order. If an official timing card was used for an exhibition swimmer, an "X" should be clearly marked at the top of the card. (Exhibition swimmers receive no points or ribbons, but their official time is determined)
7. Computes and circles the official time on each swimmer's card (except DQ's) in red ink
  - a. Circles middle time when 3 different times are given (however, if 2 of those times agree, that is the official time)
  - b. Computes and circles average if only 2 valid times are given (thousandths are dropped)
  - c. Notes that the order of finish is determined by the official times provided that the meet is run with 3 timers on 50% or more of the lanes. Recognizes that there will be occasions when there may only be 2 valid times even though there were three timers on the lane.
  - d. Does NOT mark finish position on timers card.
8. Consults sweep judge cards to resolve timing discrepancies
  - a. Confirms order of finish within a heat where official times from different lanes are separated by less than 0.5 seconds and marks cards "Time OK"
  - b. Confirms order of finish within a heat where there are less than 3 valid times on any lane and marks cards "Time OK"
9. Passes cards to computer assistant in heat and lane order

L2. **SORTER (2 timers per lane)**

(See Appendices C, D, E, E1, F, F1, & J for additional information)

The sorter position becomes much more complex when the meet is run with only two timers per lane. It requires a thorough knowledge of the procedures below and a cool head. A general knowledge of swimming and its terms is preferred. Ideally two or more sorters from each team are needed and the work is normally divided by gender groups. The sorters organize the timing cards, "DQ" slips, and sweep judge cards as they are delivered to the table by the runners, then determine the order of finish for the swimmers. (Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events and are scored and ribboned as such.)

1. Receives 2 sweep judge cards (white) from runner for each heat swum
2. Receives 1 timer's card (pink for girls or blue for boys) from runner for each swimmer in heat
3. Sorts (organizes) all cards into individual heats first, and groups heats into event order next
  - a. When swimming a "gold/silver" scored meet, separates "gold" swimmers from "silver" swimmers and treats the "gold" swimmers as a separate event.
4. Compares timers cards to sweep judge cards to make sure all timers' cards are present in each heat (Note that empty lanes should be "X'ed" out at the top of the card.)
5. Separates all complete "DQ" (yellow) slips and matches with timers cards, circles "DQ" at top of timers card, staples together with the "DQ" slip behind the swimmer's timing card, but leaves them in correct heat and lane location (does not determine place or compute times for DQ'd swimmers)
  - a. "DQ" slips must be complete with swimmers name, Event #, Heat #, Lane #, Judge's initials, and infraction
  - b. Questionable "DQ" slips should be brought to the attention of the Meet Director for official ruling.
  - c. "DQ" slips, which have been voided by the Meet Director, should be marked "VOID", reason voided, and retained with valid "DQ" slips.
6. Locates and clearly marks any exhibition timers cards (see Appendix E-I & F-I) but leaves them in correct heat and lane order. If an official timing card was used for an exhibition swimmer, an "X" should be clearly marked at the top of the card. (Exhibition swimmers receive no points or ribbons, but their official time is determined)
7. Compares both sweep judge cards in each heat for order of finish
  - a. Remembers when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events.
  - b. IF BOTH SWEEP JUDGE CARDS AGREE, THAT IS THE ORDER OF FINISH FOR THAT HEAT (regardless of official time). If this results in an order of finish which conflicts with the official times, "JD" must be circled on all cards affected and brought to the attention of the Computer Assistant.
  - c. If both sweep judge cards do not agree, a "ballot must be conducted (see #8 below)

8. Conducts Ballot within a heat if sweep judges do not agree (See Appendix J)
  - a. Awards 1 point for 1st place rank by sweep judge (2 points for 2nd, 3 points for 3rd, etc.)
  - b. Awards 1 point for best official time (2 points for 2nd, 3 points for 3rd, etc.)
  - c. Adds together total number of points obtained by each swimmer involved in balloting
  - d. Awards first place to swimmer with the lowest number of points (2nd place to the next lowest, etc.)
  - e. Awards ties if point totals are the same, omitting next place
    - i) Circles two cards first and skips second when there is a tie for first place (3rd and 4th are still awarded)
    - ii) Circles two cards second and skips third when there is a tie for second (1st and 4th are still awarded)
    - iii) Circles two cards third when there is a tie for third (1st and 2nd are still awarded)
    - iv) Circles two cards fourth when there is a tie for fourth 1st, 2nd, and 3rd are still awarded)
    - v) Awards any further ties in the manner described above
  - f. Circles "JD" on all cards involved in balloting
  - g. Circles "Tie" on all cards involved in ties
9. Computes and circles the official time on each swimmer's card (except DQ's) in red ink
  - a. Circles middle time when 3 different times are given (however, if 2 of those times agree, that is the official time)
  - b. Computes and circles average when 2 times are given (thousandths are dropped)
  - c. Puts cards in order by time (in each heat) with the lowest (i.e. fastest) time on top
10. Compares sweep judge cards (if they agree) with the timers cards from each individual heat and puts timers cards in finish order (according to sweep judge cards, if they agree) with first place in each heat on top. Determines heat winners (as in 7 above) and circles "HW" at the top rather than "1", "2", "3", etc.
  - a. Remembers when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events with heat winners in each event.
  - b. Awards multiple ribbons in case of heat ties (do not ballot)
  - c. Awards "HW" only to official, non-DQ'd swimmers who did not place in the event
  - d. Usually awards no heat ribbon in a heat in which any swimmer finishes 1st through 8th in the event (may award heat ribbon in this situation at discretion of table)
  - e. Realizes that sweep judging can NOT be used to compare one heat against another, that times must prevail when the various heats are integrated by the computer into final results.
11. Puts timers' cards back into heat and lane order and passes timing cards for each event (in event, heat and lane number order) to Computer Assistant. e.g. heat 1 lane 3, 4, 5 / heat 2 lane 1, 2, 3, 4, 5, 6, etc. It is important to note that heats can be passed forward as completed without waiting for the entire event to be completed.

M. **COMPUTER ASSISTANT** (Reader)

(See Section 5 for complete computer instructions)

The Computer Assistant should be the Computer Operator (or other knowledgeable person) from the opposing team and should be familiar with the computer program and operation of the computer and printers. The purpose of this position is to assist in data entry by reading information to the computer operator and observing data entry as a double-check. Ideally this person should be qualified to relieve the Computer Operator periodically.

1. Receives completed timing cards and "DQ" slips from Sorters
2. Verifies Event and Heat Number on cards with Event and Heat Number in computer to confirm that correct heat is being finalized.
3. Reads information to Operator one card at a time noting that certain information does not have to be repeated for each card
  - a. Reads Event Number
  - b. Reads Heat Number
  - c. Reads Lane Number
  - d. Reads Swimmer's Name (noting if "Exhibition" or "JD")
  - e. Reads Swimmer's Official Time or "DQ"
4. Observes data entry for errors and communicates to Operator
5. Rubber-bands completed heats together and passes to Backup Checker.

N. **COMPUTER OPERATOR**

(See Section 5 for complete computer instructions)

The Computer Operator enters all official times into the computer one heat at a time. This person MUST be familiar with the computer program and operation of the computer and printers prior to the start of the meet. The Assistant will read the data as the Operator keys it in. Alternating jobs will minimize fatigue. The Computer Operator and Assistant must not get distracted with discussions going on around them - their job is to enter approved (pre-sorted) data as fast & as accurately as possible, not make decisions regarding the data. Last minute entries, but not deletions, require the initials of both Meet Directors. It is the coach's responsibility to obtain proper authorization. No one at the table should attempt to assist with this authorization. Detailed instructions for the Meet Manager program may be found in Section Five of the JSL Team Manual.

1. Enters data as quickly and as accurately as possible (as read by Computer Assistant).
2. Prints the running score every 10 events (if possible) for posting and announcement.
3. Prints 2 copies of official results as needed.
  - a. one set of results is posted
  - b. the second set is passed to the Backup Checkers along with the timing cards
4. Prints Awards labels as needed.
5. Summarizes meet results with reports and saves to disk
6. Assists in transmitting official data to the JSL webpage by 5PM the following day
7. Transmits results in AP format to the Daily Progress via email attachment
  - a. Writes email to designated address at the Daily Progress
  - b. Includes team names and final scores in email
  - c. Sends AP formatted results as an attachment to this email
8. Provides any team with a data disk of the meet results on request (the requesting team must provide the blank disk)
9. Prints Awards labels as often as possible and passes to awards table

**O. BACKUP CHECKER**

Each team should have at least one Backup Checker. The two checkers normally divide the work by gender. The Backup Checker position is responsible for comparing the official times on the timing cards with the final results and reviewing the print-outs for data entry errors, etc., PRIOR to posting or announcing. In addition, there may be other duties as requested by the Computer Operator. The Backup Checker should have a general knowledge of swimming.

1. Receives timing cards and corresponding final results printout for each event
2. Places timing cards into finish order, if more convenient for checking
3. Compares the official time on each card to the corresponding time on the final results
4. Brings discrepancies to the attention of the computer operator
  - a. notifies computer operator verbally
  - b. passes back any timing cards entered in error for correction
5. Removes any "DQ" slips from timing cards and places them into appropriate team's ribbon box
6. Places cards and results without errors into the meet record box by event and heat order to be retained by home team.

**P. AWARDS**

(See Appendix K for additional information)

Each team should have one Awards person. Most award labels are now printed by computer, so little writing is done. Remember when swimming a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events with separate scoring and ribboning.

1. Receives ribbon labels from Computer Operator.
2. Attaches computer generated label on appropriate ribbon
  - a. In a "gold/silver" scored meet, "gold" and "silver" swimmers are treated as separate events with separate scoring and ribboning.
3. Writes heat winner (maroon) ribbons (N.B. JSL Bylaws require heat winner ribbons)
4. Places all ribbons in the ribbon box of appropriate team.

**Q. REFRESHMENTS**

The home club should provide refreshments (soda, juice, tea, etc.) several times during the meet to all parents who are WORKING the meet.

1. Obtains drinks from home club and distributes to all OFFICIAL workers free at least twice during meet.

## R. MEET MARSHAL

The Meet Marshal is a very important position and is responsible for ensuring safety and keeping order at the meet. The Meet Marshal has the authority to warn and stop any behavior deemed unsafe or inappropriate for a Jefferson Swim League meet. In addition, with the concurrence of the Home Meet Director, the Marshal has the authority to remove anyone from the premises who is behaving in an unsafe manner or who is in any way disrupting the meet. Swim meets are children's sporting events and major trouble would be unexpected. Most infractions are minor and can be stopped with a simple friendly suggestion by the Meet Marshal. Any difficulty with any swimmer, parent, coach, or spectator should be immediately reported to the Home Meet Director. In the absence of available or qualified personnel, the Home Meet Director may also serve as the Meet Marshal.

1. Monitors all areas for unsafe conditions such as, but not necessarily limited to:
  - a. excessive horseplay or other actions where injury may occur
  - b. any problem which might cause physical injury (e.g. broken glass, etc.)
  - c. any spectators or swimmers who, by their actions, represent a danger to themselves or others
  - d. the appearance of lightning or sound of thunder
  - e. rainfall hard enough to obscure the bottom of the pool
2. Monitors all areas for behavior which might result in destruction of property.
  - a. bathrooms should be checked on a regular basis
  - b. areas outside of the immediate deck area should be checked
3. Keeps area behind blocks free of all but the timers or other officials and swimmers waiting for their events. (Timers have watches, stroke-and-turn judges have "DQ" slips, and swimmers should have timing cards.)
4. Assists the Clerk-of-Course in keeping that area clear of all but officials and swimmers who are being seeded or are waiting for their event.
5. Keeps restricted areas clear (e.g. closed pools or other areas where participants are not allowed).
6. Notifies Home Meet Director of any difficulty with any participant which can not be resolved with a simple warning or suggestion.
7. With concurrence of the Home Meet Director, removes any participant from the premises who is clearly out of order or presenting a danger to himself or others. Examples may include but are not limited to:
  - a. a loud argument on the verge of escalating to a more serious problem
  - b. obnoxious, profane, or sexually inappropriate behavior
  - c. physical violence of any kind such as fighting, hitting with objects, etc.
  - d. persons who refuse to obey rules such as moving when asked, etc.
  - e. persons found destroying or committing theft of property
8. In the event of emergency, assists all meet personnel in resolving the problem.
  - a. assists in calling for appropriate emergency personnel
  - b. assists in coordinating emergency personnel
  - c. assists meet personnel in resolving emergency
  - d. directs participants to nearest exit if needed
  - e. assists in directing participants to return when instructed by meet personnel