



**CHAMPIONSHIP
PROCEDURE
MANUAL**

(Revised July 5, 2017)

Section III

JOB DESCRIPTIONS

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(Section III)

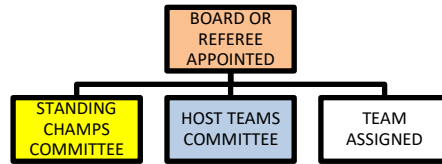
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JSL CHAMPIONSHIP ORGANIZATIONAL CHART Revised, January, 2017

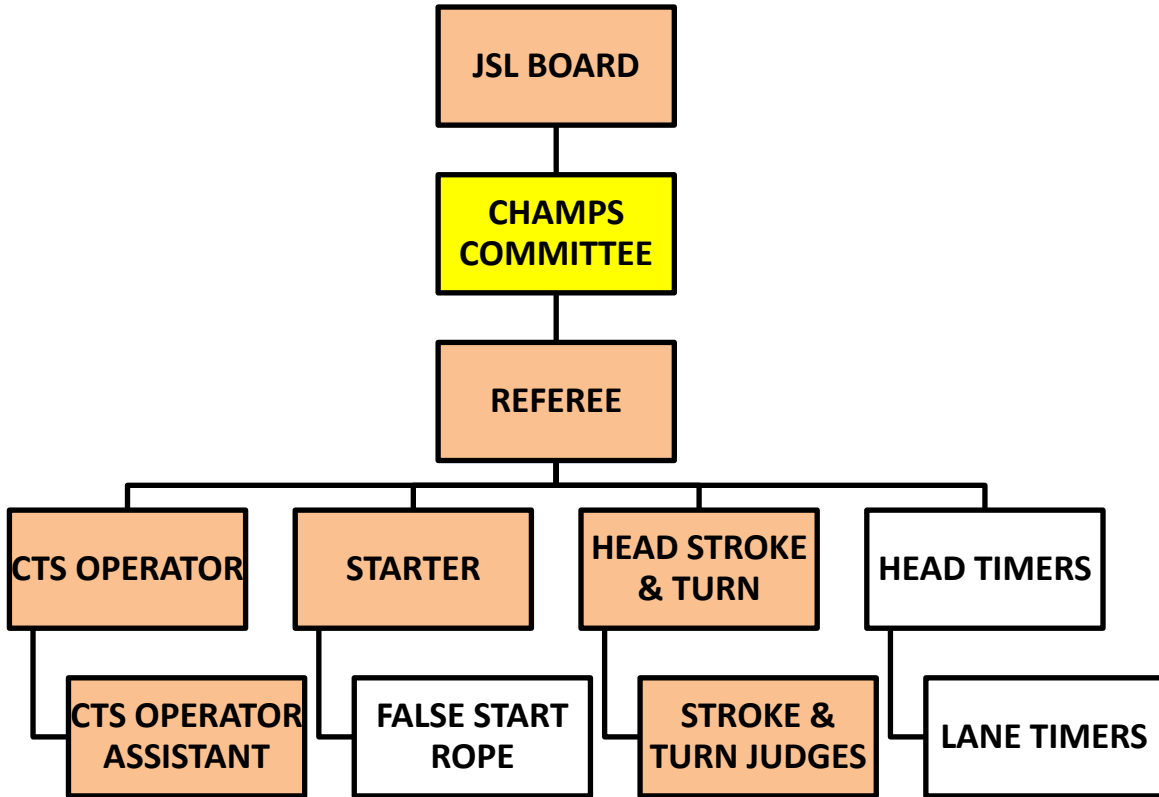
The organizational chart on this and the following page should be viewed as a general guideline of the organizational structure for the various duties and responsibilities at the JSL Championship. It is not meant to cover all situations nor is it meant to exclude any individual from the decision making process regarding any aspect of the Championship. It does however create a logical “chain of command” for the Championship and provides the various volunteers with a structured environment relative to their responsibilities. It must be realized that many decisions arising during the Championship require the input of various positions to reach the best outcome. Generally the Referee has responsibility for ensuring that the meet is run according to the rules whereas the Meet Directors are more responsible for the overall operation of the Championship. Nothing in this chart should preclude any position seeking appropriate assistance from any other position.

The color-coded positions are appointed and the white positions are supplied by the teams.

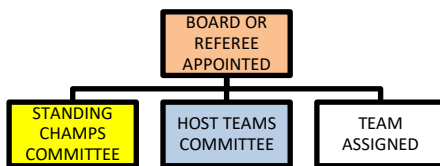
COLOR CODES



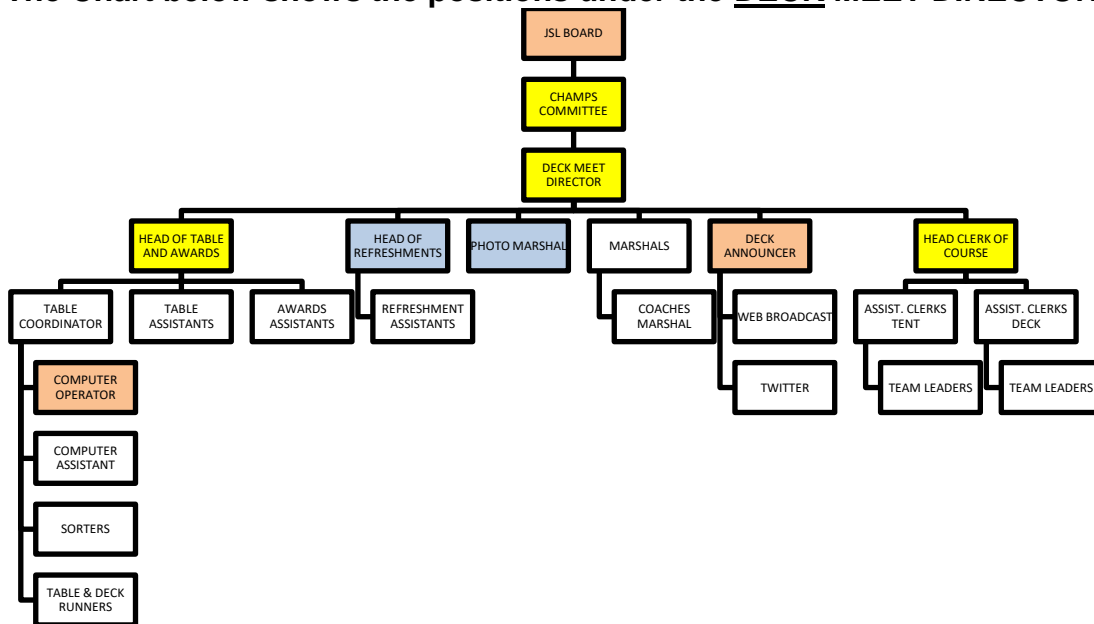
The Chart below shows the positions under the REFEREE.



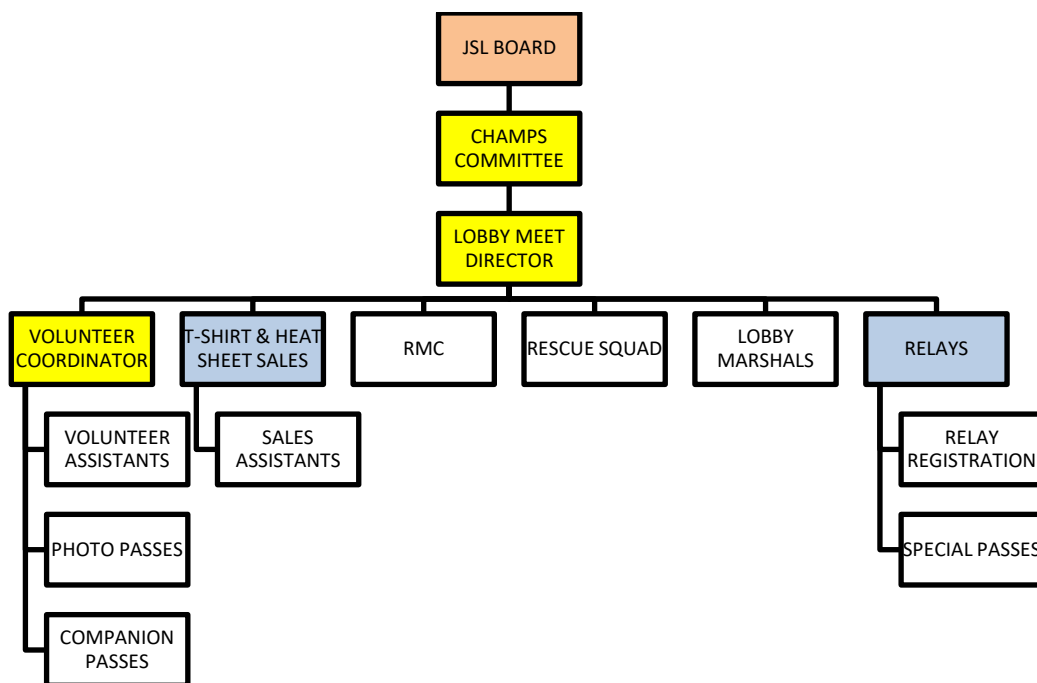
COLOR CODES



The Chart below shows the positions under the DECK MEET DIRECTOR.



The Chart below shows the positions under the LOBBY MEET DIRECTOR.



WORKER DUTIES AND JOB DESCRIPTIONS

A. **REFEREE** (should wear white shirt and blue shorts)

The Referee is the most important official at the Championship Meet and therefore is appointed by the Officials Consultant as soon as possible before the meet. Sentiment has been expressed that any appearance of partiality might be avoided if the referee is not a parent of a child swimming in the JSL. Years ago, referees were obtained from outside of the League and reimbursed for expenses (\$250 in 1996 & 1997). More recently, Locke Boyer, a JSL volunteer who is USA Swimming certified, has served as the Referee. The Referee must be thoroughly familiar with JSL Rules & Regulations as well as USA Swimming Technical Rules because the JSL Rules & Regulations state that the meet be conducted in accordance with these rules unless otherwise stated. A USA Swimming certified referee is therefore strongly recommended.

The referee has full jurisdiction over the meet and must see that all rules are enforced. He/she must decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. It may be helpful to mail the referee a copy of JSL Rules & Regulations in advance of the meet as there are some variations from USA Swimming rules. If two qualified people cannot be obtained to split the meet, provisions should be made for other reasonably qualified people such as a Starter or Head Stroke-and-Turn Judge to periodically spell the Referee.

As outlined in the JSL Championship Organizational Chart, the Referee supervises the Head Stroke-and-Turn Judge, the Starter, the CTS Operator, and the Head Clerk-of-Course. The Referee and the Meet Director(s) report to the JSL Board.

1. Determines Starter rotation if needed
2. Meets with Coaches to lay ground rules and verify certifications
3. Meets with Head Officials 45 minutes before each session to answer questions and discuss meet. This meeting takes place at the end of the downstairs hall near the check-in desk.
4. Meets with timers to review procedures and answer questions. Ensures that all timers have TWO watches if using dive-over starts in a session.
5. Supervises meet and ensures that meet is conducted in accordance with U.S. Swim technical rules and/or regulations and the Jefferson Swim League Rules & Regulations
6. SHUTS OFF TOUCHPADS IN ALL 6 & UNDER AND 8 & UNDER EVENTS BY UNPLUGGING THE TOUCHPADS AND REPLACING THEM WITH BACK-UP "C" BUTTON.
7. Determines that all swimmers in first heats have finished last warm-up session
8. Stops or delays meet if meet running too fast.
9. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

B. MEET DIRECTOR(S) (should wear white)

The Meet Director(s) is an extremely important position for the Championship Meet. It should only be undertaken by someone willing to take on the responsibility and give the time necessary to conduct an event of this magnitude. With the expanded League size, sentiment has been expressed that all Team Representatives to the Championship Committee should share the duties of Meet Director. The Championship Committee and Meet Director(s) should be determined no later than March of each year and an up-dated copy of the JSL Championship Manual given to each person. Work and planning should begin immediately. Proper organization and follow-through is essential. The JSL Championship Manual has evolved over many years and should be considered the "bible" for conducting the Championship. The Meet Director will find that if the Manual is followed exactly, the Meet will be held with few or no problems. The following job description simply points out the highlights, but the Meet Director is ultimately responsible for everything covered in the Manual.

As outlined in the JSL Championship Organizational Chart, the Meet Director(s) supervise the Head-of-Table, Head-of-Refreshments, Deck Announcer, Front Desk JSL Board Member, and the Head Marshal. It should be clear that the Referee is in charge of the actual running of the events and ensuring that the rules are followed (everything occurring "in the pool"), whereas the Meet Director(s) are in charge of the support personnel for the whole meet (everything "out of the pool"). Meet Directors should take care that they do not become involved in rule and technical decisions reserved for the Referee. The Meet Director(s) and Referee report to the JSL Board. There will be 2 Meet Directors per session. The Lobby Meet Director is in charge of the Lobby, Viewing Areas and Outside Areas. The Deck Meet Directors in charge of the Deck Area and Lower Level. The Meet Directors are members of the JSL Champs Committee and members of the Host teams.

1. Ensures that pool area is reserved and properly prepared (in accordance with U.S. Swim rules where appropriate) as outlined in Section II of the Championship Manual.
2. Ensures that adequate supplies are available for the meet to include all items in Section I - F, G, H, I, J, & especially O of the Championship Manual
3. Confirms that adequate personnel are available to run the meet by consulting with Volunteer Coordinator (See Section I – P)
4. Obtains official sanction of meet if needed
5. Ensures that sufficient refreshments are available (See Section I – J)
6. Arranges publicity (See Section I – K and Section IV - D)
7. Ensures that summary of meet is properly executed and filed with the Jefferson Swim League (See Section – IV – C)
8. Performs ALL other duties as described in JSL Championship Procedure Manual
9. Always knows which UVA person is in charge.

10. Meet Director duties are divided as follows and may be rotated among the 4 Committee Members for each of the 4 sessions. Meet Directors must be a member of the JSL Champs Committee.
 - a. The Upstairs Meet Director is responsible for oversight of the administrative and organizational activities located on the main floor and outside of the building. This individual works with AFC staff, RMC staff and volunteers to ensure a safe and efficient meet. The Upstairs Meet Director rotates per session and oversees the following:
 - i RMC Security personnel and serves as JSL contact person
 - ii information desk activities and personnel
 - iii volunteer check-in tables
 - iv heat sheets and T-shirt sales
 - v AV broadcast services and personnel
 - vi volunteer workers and swimmers moving down to deck through gate
 - vii UVa food services
 - viii team tent activities
 - ix determining inclement weather or evacuation procedures for main floor
 - x any safety or facility issues and serves as contact person with UVa personnel
 - b. The Downstairs Meet Director is responsible for oversight of the conduct of the meet and associated activities that occur on the pool deck and areas on the lower level. This Meet Director works with the Referee, AFC staff, and other lead volunteers to ensure a smooth and efficient meet. The Downstairs Meet Director rotates per session and oversees the following:
 - i volunteers on deck issues (including clerk assistance)
 - ii swimmers on deck issues (including warm-up pool issues)
 - iii table, supply, awards, or refreshment issues
 - iv meet timelines, flow of events, and communications to teams and swimmers
 - v AFC staff and serves as JSL contact person for lower level
 - vi deck access violations by swimmers, workers, parents, etc.
 - vii any possible violations of JSL Championship policies or procedures
 - viii any assistance needed by Referee or other lead volunteers
 - ix determining inclement weather or evacuation procedures for deck level
 - x any safety or facility issues and serves as contact person with UVa personnel
11. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

C. **STARTER** (should wear white shirt and blue shorts)

The starter is probably the second most important meet official and therefore it is the responsibility of the Officials Consultant to obtain the most qualified starters in the League. The starter must be well experienced and, if possible, USA SWIMMING certified. Two or more starters must be obtained due to the physical demands placed on them. The starter should be equipped with 2 CTS Starting Systems (and back-ups) and whistle. He/she shall be stationed within 10 feet of the starting end and where the light is clearly visible to the timers and sound is easily heard by the swimmers.

Jefferson League requires starters to be either USA SWIMMING certified or have attended a USA SWIMMING, JSL, or YMCA clinic for starters in the current calendar year. **The starter will meet with the Head Timers, Timers, & Runners 45 minutes prior to the start of each session** to review procedures and give an opportunity for questions. This meeting takes place at the end of the downstairs hall near the check-in desk.

THE TOUCHPADS ARE SHUT OFF IN ALL 6 & UNDER AND 8 & UNDER EVENTS BY UNPLUGGING THE TOUCHPADS & REPLACING THEM WITH "C" BACK-UP BUTTON.

As outlined in the JSL Championship Organizational Chart, the Starter supervises the Head Timer, False Start Rope, and Runners. The Starter reports to the Referee.

1. Receives swimmers from the Clerk-of-Course.
2. Directs swimmers to step onto the starting block and remain there. (Backstroke swimmers are directed into water.)
3. 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.
 - f. If coaches are assisting swimmers at far end of pool, gives command for "Coaches step back", then "Swimmers step up".
4. Blows whistle and commands, "Quiet for the start!" (may be done by referee)
5. Asks if, "Timers and judges ready?" (may be done by referee)
6. 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 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.
7. Gives starting signal (gun or horn) when all swimmers are motionless
8. Gives false start signal (multiple horn blasts) if false start is committed & directs swimmers to, "Stand up!". (n.b. In certain age groups, false starts are not permitted and the USA Swimming procedures are followed.)
9. Calls false start(s) by lane number(s)

C. **STARTER** (continued)

10. In conference with Referee, disqualifies any swimmer with two false starts and notifies closest DQ Judge or makes out "DQ" card
11. In conference with Referee, changes order of events or heats (using discretion) to rest swimmers involved in false starts
12. Commands timers to, "Clear watches!" prior to start of next heat
13. Determines that all swimmers in first heats have finished last warm-up session and allows sufficient time for them to get to the Clerk-of-Course area.
13. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible
14. Returns all supplies to Meet Director at end of meet

D. **CLERK-OF-COURSE** (should wear white)
(Also see Section II, A. ADVANCE SETUP)

With the increased size of the League, the Clerk-of-Course has become a very crucial position. The Head clerk for each session **MUST** be well qualified and experienced. Head Clerk(s) is an appointed position often done in conjunction with the League Board to insure that the best clerks are available.

From 1996 to 2012, the Clerk-of-Course area was on deck between the shallow end of the pool and the round pools. Since 2013 pre-staging has been done in a tent in the lower parking lot. Sufficient folding chairs are set up in the tent to hold 6 or more heats of 10 lanes of swimmers. Three (two?) sets of bleachers should be labeled with the appropriate lane numbers taped on the front row and are positioned next to the whirlpools for preliminary staging. There are also built-in benches along the wall on the far (narrow) side of the pool which can be used for staging 5 - 7 heats prior to advancing to the blocks.

The Head Clerk and one Assistant should be at the primary area, with the other two assistants stationed along the wall to advance heats smoothly to the blocks. More assistants are scheduled for sessions when there are small children. Clerk-of-Course Assistants assist the Head Clerk-of-Course in staging the swimmers for their lane assignments in their heats/events. Clerk-of-Course Assistants perform the same jobs as during a dual meet; except the Clerk-of-Course Area during Champs takes up a bigger space. In the case of a Pre-Staging Area at Champs, there will also be Pre-Staging Clerk of Course Assistants, along with any other positions the Head Clerk deems necessary.

The Championship Meet is pre-seeded and all Clerks are provided with a heat sheet (see Appendix S). Timing cards are no longer used except for relays. Because of computerization of the Championship, **NO CHANGES** should be made other than to notify the table of a missing swimmer. **THERE ARE NO ALTERNATES PUT IN PLACE OF A "NO SHOW" SEEDED SWIMMER. That is, the event is NOT re-seeded and a lane remains open in the event of a missing swimmer. Violation of this rule may result in the swimmer being disqualified and the team possibly receiving penalty points.**

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the Head Clerk-of Course supervises the other Clerks and assistants. The Head Clerk reports to the Referee and the Clerks report to the Head Clerk-of-Course.

1. Assists announcer in calling swimmers to the Clerk-of-Course area in a timely manner through runners and/or event boards.
2. Stages swimmers by event number and heat number using the heat sheet and relay timing cards.
3. Gathers swimmers (for current event) in the area around and on the first set of bleachers.
4. Uses Aerobics Speaker System to ask for "Quiet" and asks swimmers to raise hand and come forward as called.
5. Calls swimmers names by heat and lane order using heat sheet.
6. Verifies armband and directs swimmer to next set of bleachers behind appropriate lane number. Small children will need assistance from other clerks and must stay in bleachers until heats are filled.

D. **CLERK-OF-COURSE** (continued)

7. Verifies all swimmers with the correct Event, Heat, & Lane number once swimmers are positioned on bleachers in correct heat. Gives timers card to first swimmer on each relay team. Retrieves color coded cards once relay swimmers are set to leave area.
8. Checks wrist band and writes heat and lane number on hands or arms of small children if information is missing to avoid confusion at blocks. (e.g. writes "H2 L3" for heat 2, lane 3)
9. Directs swimmers to staging area along the wall (keeping all swimmers in exact heat and lane order, with lane 1 swimmer always to the Clerk's **right** while facing swimmers), then behind starting blocks, and instructs them to wait there pending instructions from the starter (makes sure younger swimmers are led to the blocks if needed). Mite 25-yard events will take off from the far side and swim to the touchpads on the side closest to balcony. All other events will take off from the side closest to the balcony, except shorter (100 yard) mite relays where the first and third swimmers will be on the side closest to the balcony and the second and fourth swimmers will be on the far side.
10. Leads younger swimmers (6 & Under and 8 & Under) and individually positions them behind the blocks when swimming from the far side. Leads swimmers (if needed) to side closest to balcony at starting blocks using heat and lane numbers written on swimmer's hands.
11. Reports to table (and/or starter or timer) any heat or swimmer deletions as a result of "no-shows". **Swimmers who do not report to Clerk-of Course will be eliminated from the event.**
12. Allows coaches access to ONLY THEIR OWN team's relay cards for final relay team line-ups. (cards are NOT to leave the immediate area)
13. Allows coaches to make changes to Medley Relay cards prior to event being called to the Clerk-of-Course
14. Allows coaches to make changes to Free Relay cards prior to the event being called to the Clerk-of-Course
15. Allows one coach per team to have access to his/her own swimmers while in first part of staging area. Does NOT allow coaches to interfere with smooth operation of Clerk area.
16. Notifies announcer of further events to call to Clerk area.
17. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the Clerk area in event/heat/lane order
 - b. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - c. Instructs swimmers to stay in event/heat/lane order in the designated area
 - d. Instructs swimmers to remain orderly
 - e. Does not allow swimmers to leave the designated area until released to parent
 - f. Directs swimmers to return to building when instructed by UVa staff
 - g. Assists in resuming meet and organizing swimmers as soon as possible
18. Returns all supplies to Meet Director at end of Meet.

E. STROKE-AND-TURN JUDGE (should wear white shirt and blue shorts)

Stroke-and-Turn Judges are selected by the Officials Consultant. The Head S-&-T Judge and Referee will meet with all S-&-T Judges prior to the start of a shift to lay ground rules and discuss the Meet. Sufficient Judges should be provided and positioned to properly supervise lanes and ends. Jefferson Swim League requires S-&-T judges to be either USA SWIMMING or YMCA certified or have attended a USA SWIMMING, YMCA, or JSL clinic for Stroke-and-Turn Judges within the current calendar year. Stroke-and-Turn Judges must be available to meet with the Referee 30 minutes prior to the beginning of the session.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Head Stroke-and-Turn Judge supervises the other Stroke-and-Turn Judges. The Head Stroke-and-Turn Judge reports to the Referee and the other Judges report to the Head Stroke-and-Turn Judge. All Stroke-and-Turn Judges must meet with the Referee 45 minutes prior to each session.

1. Raises hand if not prepared when starter (or Referee) asks, "Timers & judges ready?"
2. Walks abreast of swimmers and observes U.S. Swim 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.
 - a. 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
 - c. Records take-off violations on DQ Slip using "O" for legal and "X" for illegal.
 - d. Compares DQ Slip with other judge at the end of each event.
 - e. Disqualifies any team for illegal takeoff where both cards agree
4. Raises one hand with open palm when any infraction (other than take-off violation) is observed.
5. Reports violations on DQ slip (same as regular season) detailing:
 - a. Swimmers name
 - b. Event number
 - c. Heat number
 - d. Lane number
 - e. Description of infraction
 - f. Judges initials
6. Gives completed DQ slip to Referee for initials
7. Assists with mite swimmers at far end of pool by not letting them on blocks until time to swim, etc.
8. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible
8. Returns all supplies to Meet Director at end of Meet

THIS POSITION HAS BEEN ELIMINATED FROM THE CHAMPIONSHIP**F. SWEEP JUDGE** (should wear white)

The Head Sweep Judge organizes this area, makes seating (lane) assignments, assists in close calls, and serves as a relief if a judge has to leave the area. Two sweep judges shall be stationed on each side of the pool having a clear direct view of the finish line. There shall be one sweep judge card (same as regular season) 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. These two positions should be rotated every 20 events to prevent fatigue and boredom. The automatic timing system normally determines the order of finish, but the sweep judges are necessary for back-up and should always be in position to make their calls. **AT NO TIME SHOULD A SWEEP JUDGE CONSULT THE SCORE BOARD FOR ASSISTANCE IN FILLING OUT A SWEEP JUDGE CARD.** The score board only records the touchpads, not the back-up buttons. Many races are difficult to call, but it is far better to list "tie" if a judgment cannot be made. Consulting the scoreboard to record finishes can create confusion for the sorter in certain situations.

***** MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *****

1. Records event number and heat number at top of sweep judge card
2. Raises hand if not prepared when starter (or H. Gierke) asks, "Timers and Judges Ready?".
3. Observes order of finish and calls out lane number as swimmer in that lane touches finish line
4. Records order of finish by lane number on sweep judge card
5. Records "tie" if place distinction cannot be made. (It is important to note that recording a tie is far better than guessing at finish. If both sweep judge cards from each side of pool agree, that is the official order of finish if the CTS is NOT working no matter what timers' cards say.) Judges are again cautioned NOT to be influenced by the order of finish on the score board as these are frequently wrong. The Judge should make his/her best judgment as to the order of finish.
6. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible
7. Returns all supplies to Meet Director at end of Meet

G. FALSE START ROPE

There shall be one person assigned to the false start rope. Care must be taken not to get distracted and to make sure that the rope is always ready to drop quickly. The false start rope must not be allowed to sag as swimmers will catch their arms on it. A loop should be tied in the rope to attach it with a pin so that the rope is tight. The end of the rope should be tied to the base of the pole so that the rope can be easily retrieved after dropping.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the False Start Rope reports to the Starter.

1. Secures false start rope 4 feet above the water and approximately 36 feet from the start in such a manner that it can be released (dropped) quickly. One end of the false start rope has to be attached to the base of the diving tower using a strap that can be tightened with a ratchet. Joe Phillips (phillipsjoe@hotmail.com or (434) 242-3974) has the equipment and knows how to do this. The other end is secured on a pole in the walkway in the middle of the pool. The end of the rope has a loop which is slid over the pole, then another small loop is pushed through the eyelet on the top of the pole and secured with a "firing pin". The rope must be reasonably taut so that swimmers can easily swim under.
2. Pulls "firing pin" to release false start rope immediately upon hearing false start signal from starter (multiple gun shots or horn blasts). If properly taut, the rope will "shoot" across all lanes and drop properly. If the rope is too tight, it will be difficult to re-secure after releasing.
3. Re-secures false start rope after all swimmers stop and return.
4. Tightens rope as needed throughout the meet. It tends to stretch out over time.
5. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

H. **TIMER/BUTTON PUSHER**

Previous Dual Meet Experience is **REQUIRED** for this Position, but This Short Course Will Help Prepare You For Champs.

You May Review the Dual Meet Timer Course at [Timer Online Course](#).

YOU MUST REPORT to the Volunteer Sign-in Table in the main Lobby to get your ID Card or Shirt to be admitted to the Deck. Failure to sign in on time may result in penalties against your team!

Timers must report to the downstairs hall for a meeting 30 minutes prior to the start of the session. UVa's CTS system and touchpads will be used, but backup is provided in the form of 3 Timers/Button Pushers on each lane. Two of the timers will each be issued one button and TWO watches for dive-over starts for all 50yd and greater events (all sessions except 6-and-unders). They will each hold a watch in one hand and a button in the other. (USA Swimming rules permit one person to operate two different pieces of timing equipment.) The third timer will only have a button (no watch) and the clip board and will record the watch times. Thus there will be three backup buttons and two backup watches on each lane plus an additional watch for dive-over starts in all sessions EXCEPT for 6-&-U swimmers.

JSL has watches, but the host team is responsible for making sure there are sufficient watches for the meet (Apx 60 in case CTS system fails). In conjunction with the Referee, The two head timers organize timers/button pushers 45 minutes prior to each session, give instructions, assign lanes, give out watches, distribute timer's sheets, and serve as a back-up timers. The head timers will review "Recommended Timing Procedures for Jefferson Swim League" with all timers prior to the start of the meet.

How is Timing Different at Champs?

Button Pushers are used to backup the touchpads in case the swimmer does not trip the timing system. The button pusher only pushes the button at the swimmers finish - not at the start. In the event the button pusher pushes the button early at the finish (e.g. at the 50 yard mark of a 100 yard event), s/he should still hit the button at the finish as it will be recorded correctly. **DO NOT PUSH BUTTONS IF THERE IS NO SWIMMER IN THE LANE.**

One of the main differences at Champs is the use of Lane Timer's sheets for all individual events. (see Appendix T) Timer's cards are still used for relay events.

THE TOUCHPADS ARE SHUT OFF IN ALL 6 & UNDER AND 8 & UNDER EVENTS BY UNPLUGGING TOUCHPADS AND REPLACING THEM WITH "C" BACK-UP BUTTON.

As outlined in the JSL Championship Organizational Chart, the Head Timer supervises the Timers/Button Pushers and reports to the Starter. The Timers/Button Pushers report to the Head Timer at the bottom of the steps on Deck Level.

Timer/Button Pusher Duties

Champs is not the place to learn how to time; that's why previous experience is required for this position. However, Timer and Button pusher duties are very similar to those during a dual meet with some additional emphasis and a few additional steps:

- VERIFY name, event, heat, and lane by placing a checkmark beside swimmer's name on the lane timer's sheet or relay team names on the JSL timer's card.
- Be sure that the Start System strobe light is visible and start watch from flash of light (not sound). Button pushers must NOT push buttons at the start.
- Be sure to be in proper position, leaning over, to observe and record an accurate finish.
- Read watch and record all watch times (only) in hundredths on timers sheet or on timer's card for relay events. Button and touchpad (scoreboard) times are recorded electronically.

H. TIMER/BUTTON PUSHER (continued)

- Record the two times and initial timer's sheet (or timer's card) beside the times to verify accuracy of times and give sheet or cards to runner at the completion of the event.
- Encourage all swimmers to exit the water promptly. Assist swimmers exiting pool if needed. Relay swimmers **MUST** exit immediately to avoid disruption of the race and touchpads. Timers must assist any swimmer who does not exit the pool immediately. Timers must be aware that individual events for all 50 yard or greater use dive-over starts and swimmers should remain in the water until the next heat is started.
- Assist in crowd control by keeping swimmers back from blocks.
- TIE WATCHES TOGETHER and return them with clipboard to desk in downstairs hall at end of session.

What Happens if There is an Emergency?

FIRST AID EMERGENCIES should be directed or taken to the UVa Lifeguard office on the pool deck. A Rescue Squad Unit is always on duty. All Volunteers must be familiar with this location. BUILDING EMERGENCIES (fire, smoke, etc.) are not expected, but if an alarm sounds the building **MUST** be evacuated, no matter what the cause. All of the evacuations in the past have been false alarms, but the building must still be evacuated. All adult volunteers are expected to help with the evacuation of swimmers and parents.

- If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!
- In the event of a building emergency, assist in evacuating the deck following instructions.
- ON DECK, attempt to keep swimmers in event/heat/lane order to lead them outside.
 - Take or direct swimmers to the nearest exit (the pool level doors on the far side).
 - Assist Clerk-of-Course as needed to keep swimmers in event/heat/lane order.
 - Instruct swimmers to stay in event/heat/lane order in the designated area.
 - Instruct swimmers to remain orderly.
 - Do not allow swimmers to leave the designated area until released to a parent.
 - Direct swimmers to return to building when instructed by UVa staff.
 - Assist in resuming meet and organizing swimmers as soon as possible.
- IN THE STANDS OR LOBBY, lead or direct everyone to the nearest exit door.
- Emergency Red Phones are available, mounted on the pool deck walls and in the building.
- UVa personnel will determine when it is clear to reenter the building.

I. **HEAD-OF-TABLE**

(Also see Section II, A. ADVANCE SETUP)

The Head-of-Table is another important position which requires a great deal of experience. This person should be familiar with all Scoring Table procedures and positions as well as how the Championship procedures may differ from dual meet procedures. The Head-of-Table is an appointed position.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Head of Table supervises the Computer Operator, Sorters, and Head of Awards. The Head of Table reports to the Meet Director(s).

1. Ensures that sufficient workers are available to run table using computer (obtains additional workers in the event of computer malfunction)
2. Prepares Table prior to meet
 - a. Ensures that adequate supplies are available by consulting list of table supplies
3. Sets up table and supplies in an efficient manner
4. Assists at any table position needed
5. Mediates disputes and solves problems arising at table
6. Ensures that all forms are completed at end of meet and given to appropriate people
7. Organizes and assists in clean-up of table and supplies
8. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible
9. Returns all supplies to Meet Director at end of Meet

J. **DECK RUNNER**

The Deck Runners must report to the Timers meeting (conducted by Starter) about 30 minutes before each session to get a copy of their job description, get instructions, and ask any questions. While the job is relatively simple, any misunderstandings can cause confusion on deck and at the Table area.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Deck Runners report to the Starter.

1. Collects the following after each heat:
 - a. "DQ" slips and sweep judge cards from sweep judges or Referee
 - b. Timers cards from timers for relay events (timer's sheets are collected after each EVENT)
 - c. CTS event sheets from CTS operator
2. Takes sheets or cards and CTS sheets immediately (in heat and sex order) to appropriate boy or girl sorter at table in classroom
3. Returns to collect more cards and sheets
4. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

K. **SORTER**

THE CHAMPIONSHIP DEMANDS AN EXPERIENCED SORTER. The sorter MUST be familiar with CTS System 6 printouts and should review procedures for reading these sheets well before the meet. Because confusion can occur when the smaller children don't hit the touchpads hard enough to shut them off, the touchpads are turned off and replaced with the "C" backup button for 5-6 and 8-and-under events. This will cause the sorter to have to rely on back-up times on the sheets. As older children swim, the CTS sheets become more accurate and easier to read. The CTS sheet times (whether by touchpads or back-up button) are the official times and determine the order of finish provided the CTS is working correctly. If the CTS is TOTALLY NOT working, the Sorter will have to follow JSL procedures for dual meet sorting. If needed, those procedures can be found in Appendix J. The following procedures are used with the CTS System 6 Timing System:

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Sorters report to the Head of Table.

1. Receives one timer's sheet per lane after each individual event or 1 timer's card per relay team after each relay heat from runner
2. Receives 1 CTS sheet from Runner for each heat swim
3. Receives any "DQ" slips from Runner
4. Sorts (organizes) all sheets or cards BY LANE NUMBER and CTS sheets into individual heats
5. Any name changes on relay timing cards must be brought to the attention of the computer operator.
6. Any lane or heat changes must be clearly related to the computer operator on the timer's sheet or timing card AND CTS sheet. Any name changes in individual events must be brought to the attention of the Meet Director and/or Referee, as this is not allowed and may constitute a rules violation.
7. Compares timer's sheets (for individual events) or cards (for relay events) to CTS sheets and sweep judge cards to make sure all timers' sheets or cards are present in each heat
8. Separates all complete "DQ" slips and matches with timer's sheets or cards, marks "DQ" clearly on timer's sheet or timing card (i.e. 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, Referee's Initials, and infraction. Sorter should add team name.
 - b. Questionable or incomplete "DQ" slips should be brought to the attention of the Referee for official ruling.
 - c. Determines swimmer's heat and lane and marks CTS sheet "DQ" beside the swimmer's time and puts one red line through time (so computer operator will not record time rather than "DQ"). (see appendix W)
 - d. Places copy of "DQ" slip into awards box of appropriate team
 - e. "Voided" DQ slips should be kept with all other meet records.

K. **SORTER** (continued)

9. Observes and checks official times on CTS sheet (see Appendix U, V, W, X) using following:
 - a. Back-up times (e.g. < 25.04 >) are noted beside each lane only if the back-up time is less (or greater) than 0.3 second from the pad time
 - b. Back-up times by themselves are always generated at the top of the page
10. Uses following in determining which time to accept
 - a. Back-up times noted beside the touchpad time (flagged) are most often the correct time unless the back-up time is higher (slower) than the touch pad time
 - b. If the back-up time is lower (faster) than the touch-pad time (see Appendix V), the back-up time will be correct unless it is obvious that one button pusher was early causing the time to be flagged
 - c. Consult all back-up times at top to make sure they are consistent.
 - d. You will note that the flagged back-up time is the middle of three times or is the same as two times which agree (all according to USA SWIMMING rules). If, by chance, only two back-up buttons are recorded, the CTS will record the average of those times.
 - e. Further questions may be resolved or confirmed by looking at watch times on timer's sheet or relay timing card.
11. Using above information, circles the back-up time when the back-up time has been determined to be official. Obviously if NO back-up times are listed, the touch-pad time is the official time. (see appendices U & V)
12. Initials CTS sheet in upper right hand corner and makes any appropriate notes to computer operator.
13. Puts completed cards in order by LANE number (in each heat) with the CTS sheet for each heat
14. Passes cards and sheet for each heat to Computer Assistant noting any discrepancies or problems in upper right hand corner of CTS sheet.
15. Groups all cards by lane, heat, and event order when computer operator complete.
 - a. Places rubber band around each EVENT
 - b. Puts cards in box in EVENT order
16. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

L. COMPUTER OPERATOR and ASSISTANT (Reader)

The Computer Operator and Assistant enter all times into the computer one heat at a time. Both should be familiar with the computer program and operation of the computer and printers. One person should read the data as the other 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.

It may help to remind the CTS operator that THE TOUCHPADS ARE SHUT OFF IN ALL 6 & UNDER AND 8 & UNDER EVENTS BY UNPLUGGING THE TOUCHPADS AND REPLACING THEM WITH "C" BACK-UP BUTTON.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the Computer Operator supervises the Assistant, the Results Printer, and the Checker. The Computer Operator reports to the Head of Table.

1. Receives completed timing sheets & cards, CTS sheets, and "DQ" cards from Sorter
2. Verifies Race Number (upper right on CTS sheet) with Race Number in computer to confirm that correct heat is being finalized.
3. Verifies swimmer's names from timing sheets or cards
4. Observes touchpad times transmitted from CTS system 6 for each heat.
5. Overrides touchpad time and keys in back-up time as directed by sorter on CTS sheets. (See appendix U, V, W, & X)
6. Indicates "DQ" as the time for any swimmer disqualified from event.
7. Accepts official time for each swimmer in each heat per procedures for Meet Manager Program
8. Consults with Sorter if any discrepancies noticed
9. Groups ALL sheet and cards from each Event, secures with rubber band, and passes back to sorter
10. Passes CTS sheets to Awards Table to aid in labeling awards
11. Prints the running score every 10 events (if possible) for posting
12. Prints Awards labels as often as possible and passes to awards table
13. Prints 3 sets of results as often as possible, passes one to awards table; posts one in upstairs main hall and one on deck behind diving boards.
14. Prints High-Point results at the end of each session (for verification, NOT announcement)
15. Ensures that CTS System 6 is not cut off before downloading final results
16. Prints final results at end of Meet
18. Removes any JSL Software from UVa's computer.

L. COMPUTER OPERATOR and ASSISTANT (continued)

17. In the event of emergency, assists in evacuating swimmers in the immediate area.
(If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

M. TABLE RUNNER

The Table Runner position is responsible for receiving the results from the Back-up Checker and posting them in the designated areas. In addition, this person should assist the Computer Operator(s) with the printer and all printed materials. These two positions can work together, switching duties as needed.

****** MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the Table Runner reports to the Computer Operator.

1. The Back-Up Checker removes the first set of results for awards table reference and reviews for obvious errors.
2. Removes the awards labels from printer and passes the labels to the awards area.
3. Removes next two sets of results from printer and gives one to the Table Runner to post on the deck behind the diving boards and the second in the main upstairs hall on bulletin board.
4. Keeps the Announcer informed of the running score approximately every 10 events. (It is recommended that the running score be printed every 10 events)
5. Checks every event to spot "Record Breakers" flagged by computer
6. Gives Announcer complete information on "Record Breakers"
7. Performs other duties as needed by Computer Operator(s)
8. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

N. VOLUNTEER CHECK-IN

Volunteer check-in personnel are responsible for setting up tables in the front hall near the Alderman Road entrance throughout the various sessions. These tables should be set up NO LATER than when the building opens for volunteers and kept open until all volunteers have checked in. The Head of Volunteer Check-In will stay at the table for the full session to answer questions, etc. The Volunteer Check-In Head and Assistants are responsible for distributing volunteer name badges and worker vests for each session. They are also responsible for distributing coaches' badges, media badges, and any other type of special badges. The Volunteer Check-In Head is an appointed position.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Volunteer Check-In personnel report to the Front Lobby/Upstairs Meet Director.

1. It is extremely important that this area be set up and properly staffed BEFORE the building opens for volunteers.
2. Sets up tables and needed chairs in front hall near the Alderman Road entrance as outlined in Section II, A - 3.
3. Sets up large signs on easels in front of (or behind and above) various check-in areas. The signs should be prepared ahead of time and state the team names being check in at that location.
4. Provides the proper pass to all volunteers as they check in.
5. Consults copy of Worker Assignment Form and assists parents, and other personnel
 - a. Distributes deck passes or volunteer T-Shirts to authorized personnel
 - b. Distributes Yellow/Gold shirts for timers, clerks, false start rope, runners
 - c. Distributes Blue shirts for awards, computer, & refreshment workers (classroom)
 - d. Distributes Red shirts for hall monitors, deck monitors
 - e. Distributes Green shirts for team leaders
 - f. Offers directions to various areas of the building
 - g. Limits access to authorized personnel only
6. REMINDS ALL VOLUNTEERS THAT FOOD IS ONLY PROVIDED TO THOSE WHO WORK BOTH MORNING AND AFTERNOON SESSIONS. Checks off each name on assignment sheets so that all positions are filled.
7. Notifies Team Reps or volunteer coordinator of any team failing to fill a position.
8. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers calm and focused
 - b. Directs swimmers to nearest exit (likely the main level doors at the front or side exits)
 - c. Instructs swimmers to stay in the designated area
 - d. Instructs swimmers to remain orderly
 - e. Does not allow swimmers to leave the designated area until released to parent
 - f. Directs swimmers to return to building when instructed by UVa staff
 - g. Assists in resuming meet and organizing swimmers as soon as possible

O. AWARDS

The Awards Chair is entrusted with the task of making sure awards are properly managed. This is an appointed position. The Awards positions are responsible for obtaining awards labels from the Back-Up Checker or Table Runner, sticking them on the proper award, and placing the award in the proper team's award box. The Head-of Awards should be experienced in this area and should oversee the operation of the awards table making sure all awards are labeled properly and put into the right team's box.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the Head of Awards supervises the Awards Table and reports to the Head of Table.

The following MINIMUM quantities are required for entire Championship (assuming no ties):

- 2 Male Individual 1st place trophies (6 & under only)
- 2 Female Individual 1st place trophies (6 & under only)
- 4 Unisex Relay 1st place trophies (6 & under only)
- 138 1st place gold medals
- 146 2nd place silver medals
- 146 3rd place bronze medals
- 146 of each ribbon 4th thru 26th
- 38 of each ribbon 27th thru 36th
- 500 heat winner rainbow ribbons
- 25 record breaker medals

Trophies MUST be sorted by session and into male, female, individual, and relay groups.

1. Organizes awards area and identifies awards as follows:
 - a. first = trophy for 6 & Under Events ONLY; all others are a gold medal
 - i notes male and female physiques on trophies for boy and girl events
 - ii awards taller trophies for individual events, shorter for relays
 - b. second = silver medal
 - c. third = bronze medal
 - d. fourth through thirty-sixth = appropriately labeled gold imprinted ribbon (12 & Under through 36th; 13 & Over through 25th)
 - e. heat winner = rainbow
 - f. record breaker medals
2. Labels awards boxes for each team as needed
3. Receives awards labels and results from the Back-Up Checker or Table Runner
4. Applies awards labels to proper awards (identified in #1 above)
5. Places awards in correct box for each team (PLEASE be careful)
6. Makes out other labels by hand as needed. (Any team scoring more than 3 swimmers in an event will not have labels printed past the third swimmer. Hand written labels will have to be printed for those swimmers (See Appendix Y). In that situation there will be a label printed by the computer for the swimmer who scores the points, but no label printed for the swimmer who actually finishes in the position. That label will have to be written and the correct award given. In this situation, both swimmers get ribbons)

O. **AWARDS** (continued)

7. In 2002, Chip Grobmyer discovered a way to print heat winner ribbons at the end of each session.
 - a. Print heat winner ribbon labels at end of each session.
 - b. Stick each label onto rainbow heat winner labels.
 - c. Place completed ribbons in appropriate team boxes
8. Conducts inventory count of trophies, medals and ribbons after final session of Champs.
9. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

P. ANNOUNCER

The Announcer is an appointed position and must be someone comfortable with public speaking. He/she must also be aware of the following guidelines and the importance of not contributing unnecessary noise and confusion to the meet. Because there are two separate P.A. systems, there will be three announcers required - one on deck and two at the front desk. The front desk announcer may also assist with proper check-in. Announcers must speak SLOWLY and DISTINCTLY because of the poor acoustics. Due to increased confusion, there should be no music during 8-&-under warm-ups. The Announcer is also responsible for "tweeting" meet information, including calling events to the Clerk of Course.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Deck Announcer supervises the Front Desk Announcer and the Video Operator. The Deck Announcer reports to the Meet Director(s) and the Front Desk Announcer and Video Operator report to the Deck Announcer.

1. The Deck Announcer will announce the following at the beginning of each session:
 - a. Give a welcome and a short introduction as to meet host, etc.
 - b. Announce that coaches must seed Medley Relays and Free Relays prior to the events being called to the Clerk-of-Course
 - c. Announce that all volunteers must be at their stations
 - d. Announce that the meet is starting when all officials are in place
 - e. Play National Anthem or announce performers for National Anthem

2. In addition, the Deck Announcer will assist in getting swimmers to Clerk-of-Course by updating team leaders via cell phone or Twitter. This has become a VERY important function of this position as the acoustics are terrible and swimmers cannot hear their events being called.
 - a. Receives instructions on text messaging via cell phone and Twitter
 - b. Enters appropriate message and sends to team leaders as events are called
 - c. Notifies front desk announcer to call events

3. Both Announcers will announce the following several times during each session:
 - a. Remind all to constantly be aware of the closest emergency exit
 - b. Remind all of NO SMOKING anywhere in building or outside where the smoke may drift to swimmers
 - c. Remind all of heat sheet and T-shirt sales and location in front hall
 - d. Remind all to put trash in trash cans
 - e. Remind all that there is ABSOLUTELY NO FOOD OR DRINK ALLOWED IN THE BUILDING EXCEPT IN MAIN LOBBY AND CAFETERIA AREA. Water is allowed.
 - f. Announce that NO ONE is allowed on deck unless they are a coach or official with a deck pass or a swimmer
 - g. Announce events as called for Clerk-of-Course (the front desk announcer must announce this over the in-house system as well as over the CTS system which has an extension speaker to the outside)
 - h. Only Deck announcer will announce event on blocks
 - i. Announce score every ten events
 - j. Make NO announcements between the time the referee blows his whistle and the start of the race. (An exception would be if the referee asked for a "Quiet for the start" announcement)

P. **ANNOUNCER** (continued)

4. Both announcers will announce the following towards the end of each session:
 - a. Announce for people to start cleaning up around their area towards the end of the meet. **BUILDING MUST BE LEFT CLEAN !!!**
 - b. Announce that awards presentations will be held in the main lobby after the completion of the Meet
 - c. Start calling Saturday afternoon volunteers to report to their stations about one-half hour before end of Saturday morning session. Repeat this announcement several times
 - d. Announce a break to change officials after Saturday morning is complete. Remind officials to turn over watches and supplies to afternoon officials.

6. The Front Desk Announcer will assist in making announcements throughout the Main Hall, Front Steps, and in the Tent Area. A CTS system set up on the inside steps going upstairs should be available to make announcements in the main entrance hall. Communications to the tent area is now by cell phone to team leaders.

7. In the event of emergency, assists in orderly evacuation of entire building. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Makes appropriate announcement regarding nature of emergency
 - b. Directs audience, workers, & swimmers to nearest exits
 - c. Posts appropriate evacuation message on message board
(example: "Please leave the building at once - swimmers on deck will be at")
 - d. Assists in evacuating swimmers on deck
 - e. Attempts to keep swimmers in heat/lane order
 - f. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - g. Instructs swimmers to stay in heat/lane order in the designated area
 - h. Instructs swimmers to remain orderly
 - i. Does not allow swimmers to leave the designated area until released to parent
 - j. Directs swimmers to return to building when instructed by UVa staff
 - k. Assists in resuming meet and organizing swimmers as soon as possible
 - l. Makes appropriate informational announcements
 - m. Updates message board as appropriate

Q. TURN OVER CHAMPS

A member from each of the teams hosting the next year's Championships assist the current year's Host Teams to pack up the supplies and equipment used for Champs and return them to the storage unit. A large van must be rented or borrowed to accomplish this task.

1. The Turn Over Champs personnel gather with the outgoing JSL Meet Directors and Champs Consultant as the final session is drawing to a close.
 - a. Names of these individuals must be given to the Champs Consultant in advance of the meet.
 - a. Arrangements must be made for renting or borrowing a large van capable of hauling all of the Championship storage boxes.
 - b. Report to the deck as the last session draws to a close.
 - c. Assist in gathering and packing away various JSL supplies and equipment.
 - d. Identify items which immediately go to storage.
 - e. Identify items that are kept by various JSL personnel (computers, wires, ropes, etc.).
 - f. Identify lost and found to be given to the "Lost and Found" person.
2. Coordinate with Champs Consultant and current Host Teams to take items to designated storage.

R. HEAD OF CHAMPS SALES AND ASSISTANTS

(See Section II, A. ADVANCE SETUP)

Five workers are responsible for setting up a position with tables in the front hall to the left of the main desk and selling Heat Sheets, patches (if sold), and T-shirts throughout the various sessions. Sales areas should be set up NO LATER than when the building opens for swimmers and kept open until everything sells out or until business slows down. If business slows down before items are sold out, a count should be taken to assist in ordering for following year. At no time should the price be cut to encourage sales. It has been determined that this only causes hard feelings by those who bought at full price and many shirts were not sold because people were waiting for the price to go down.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the Heat Sheet and T-shirt Sales reports to the Front Desk Board Member.

1. Bring at least \$1,000 in ones, five's, tens, and quarters (if needed) for change, two money boxes, money bag, heat sheets, patches (if sold), T- shirts, and large signs announcing prices.
2. Set up tables and needed chairs in front hall to the left of the main desk as outlined in Section II, A - 3.
3. Set up large signs in front of (or behind and above) various sales areas. The signs should be prepared ahead of time and state the item (size, if needed) and price.
4. Do not give out any free heat sheets except at the direction of the Meet Director or League President. Of course, do not give out any T-shirts, but be liberal with exchanges for color, size, etc.
5. A record sheet should be provided (appendix Q) to keep records of sales to help in ordering for following year.
6. A complete count of money should be turned over to the Meet Director or Treasurer of JSL.
7. All money MUST be secured at the end of each session when it is turned over to the designated member of the Championship Committee, League President, or Treasurer. AT NO TIME SHOULD THE MONEY, T-SHIRTS, OR HEAT SHEETS BE LEFT UNATTENDED.
8. In 1999 a survey form was placed at this table to solicit comments from parents. It stated, "The JSL Championship Committee would appreciate your comments on how the meet could be improved. Below, please tell us what you think - good or bad, and return the form to the T-shirt/Heat Sheet sales table." It was about 8 1/2" by 2" and had lined spaced for comments. Comments should also be directed to www.jsl.org.
9. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers calm and focused
 - b. Directs swimmers to nearest exit (likely the main level doors at the front or side exits)
 - c. Instructs swimmers to stay in the designated area
 - d. Instructs swimmers to remain orderly
 - e. Does not allow swimmers to leave the designated area until released to parent
 - f. Directs swimmers to return to building when instructed by UVa staff
 - g. Assists in resuming meet and organizing swimmers as soon as possible

S. CTS OPERATOR & ASSISTANT

The CTS Operator is an appointed position and MUST be familiar with the CTS System 6. Full instructions for the operation of the CTS System 6 are beyond the scope of this Manual.

The CTS operator and any assistant(s) are positioned on deck at the starting end of the pool. The CTS operator should bring a whistle to alert the referee and starter when the CTS is not ready to start an event. The CTS equipment must be carefully set up ahead of time by UVa personnel, but checked out by someone from the League. In particular, the CTS operator should ensure that the printer is functioning properly and prints out a legible heat results sheet that includes touchpad and backup times for all lanes.

The CTS operator should follow usual USA SWIMMING procedures for this position and when possible, carefully note on the CTS printout when timing inconsistencies, such as late pad touches or late starts, are observed. THE TOUCHPADS ARE SHUT OFF IN ALL 6 & UNDER AND 8 & UNDER EVENTS BY UNPLUGGING THE TOUCHPADS AND REPLACING THEM WITH "C" BACK-UP BUTTON.

***** MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ****

As outlined in the JSL Championship Organizational Chart, the CTS Operator supervises the CTS Assistant. The CTS Operator reports to the Referee and the CTS Assistant reports to the CTS Operator.

The procedures below are unique to the JSL Championship.

1. A suitable printer must be provided by JSL or UVa. Arrangements need to be made ahead of time for an EPSON OR IBM printer or one which will emulate these. (Set laser printer options as Epson emulation & font size 12 CPI.)
2. As noted above the touchpads are unplugged and replaced with the C Button for all 5-6 and 8-and-under events. This requires that the setups in the CTS System 6 be modified as follows:
 - a) Access the "Setups" menu in the CTS System 6.
 - b) Under "Start/Finish" go down to #5 "Near End Primary Finish = Pad" and toggle this switch to "Near End Primary Finish = Button(s)".
 - c) Select "Save Setups" to keep this setting.
 - d) At the completion of these events, #5 should be toggled back to "Near End Primary Finish = Pad" to properly record touchpad finishes.
 - e) Again, select "Save Setups" to keep this setting.
3. The completed CTS sheets are placed on the table to the left of the CTS System 5 to be picked up by the Runners and taken to the Scoring Table area in the deck classroom.
4. Do NOT cut off CTS System 6 until all downloads are complete at the end of each session and directed by Computer Operator.
5. In the event of emergency, assist in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

T. HEAD OF REFRESHMENTS AND ASSISTANTS

As stated earlier, refreshments are the responsibility of the Host Team and the **HEAD REFRESHMENT PERSON MUST BE FROM A HOST TEAM**. REMEMBER THAT NO FOOD OR SOFT DRINKS ARE ALLOWED OUTSIDE OF THE MAIN FLOOR CAFETERIA OR CENTER REFRESHMENT ROOM ON DECK. WATER IN CUPS IS THE ONLY REFRESHMENT ALLOWED ON DECK. The Head Refreshment worker is from the Host Team and must take care of all duties as listed in Section II Championship Meet Day #B.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Head of Refreshments supervises the Refreshment workers. The Head of Refreshments reports to the Meet Director(s) and the Refreshment workers report to the Head of Refreshments.

1. Monitors coffee, bagel, and doughnut usage during morning
2. Continues to serve ICE WATER ONLY during the meet to all official workers and coaches about every 30 to 60 minutes
3. Monitors ice usage during entire meet
4. Replenishes ice if needed
5. Assists in continual clean-up of this area
6. DOES NOT ALLOW FOOD OR SOFT DRINKS TO BE REMOVED FROM CENTER ROOM.
7. Allows coaches access to refreshment area ONLY.
8. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

U. HEAD MARSHAL

The Head Marshal is an appointed position and organizes, instructs, and supervises the Safety Officers (see X), the various Marshals (see V), and the Team Leaders (see W). This person must be familiar with the aforementioned job descriptions, be available to conduct a brief meeting prior to the beginning of a shift explaining what those positions are to do, and give an opportunity for questions. In addition, the Head Marshal must be continually circulating throughout the building offering assistance and guidance to those positions. Ideally this would be a “speak-softly-and-carry-a-big-stick” individual.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Head Marshal supervises the Safety Officer, Hall Marshals, Deck Marshals, and Team Leaders. The Head Marshal reports to the Meet Director(s).

1. Reviews all job descriptions listed above prior to meet day.
2. Obtains sufficient copies of job descriptions to hand out during meeting.
3. Conducts separate brief meetings with Safety Officers, all Marshals, and Team Leaders as they arrive for their tour of duty.
4. Explains the basics of each job, what is expected, and what to do if problems.
5. Gives opportunity for questions.
6. Supervises the above positions during the course of the session.
7. Is available throughout the session to offer assistance to any of above positions.
8. May warn participants involved in minor offenses as appropriate and keeps record of offender's name. Second warnings require removal from the meet.
9. Reports problems to Meet Director(s) and or UVa personnel as appropriate.
10. In the event of emergency, assists in evacuating swimmers in the immediate area.
(If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

V. **MARSHALS**

The Marshals' tour of duty is for the entire session unless noted otherwise below. These are very important positions and are responsible for keeping order in various areas of the building. All officials are, of course, allowed to be in any area while performing their jobs. They can be easily identified by a shirt, deck pass or timer's stop watch hanging from their neck. If someone does not have a shirt or volunteer pass, they are probably out of place and are only allowed in the lobby and other public areas. Any difficulty with any swimmer, parent, coach, or spectator should be reported to the Head Marshal. Marshals should be constantly moving throughout their area to monitor swimmer's (and parent's) activity. Because many Marshals are often in the hall areas, consideration must be made for these volunteers to be able to see their children swim. Hall Marshals must coordinate these breaks among themselves and the Head Marshal.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET ******

As outlined in the JSL Championship Organizational Chart, the various Marshals report to the Head Marshal prior to the start of warm-ups for a brief orientation unless noted otherwise below.

ALL MARSHALS

1. Must constantly be alert to any situation which may be dangerous (e.g., running, glass on deck, loose wires, blocked halls, horseplay, etc.). **THERE IS NO FOOD OR DRINK ALLOWED IN BUILDING EXCEPT IN THE MAIN FLOOR CAFETERIA AREA. WATER IS ALLOWED ON DECK.** In addition, **NO SMOKING** is allowed in any area in the building or surrounding areas where there are swimmers or where the smoke may drift to swimmers.
2. May warn participants involved in minor offenses as appropriate and keeps record of offender's name. Second warnings must be reported to the Head Marshal and require removal from the meet.
3. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

DOOR MARSHAL

1. Must be in position on Friday and Saturday mornings approximately 1 hour before building opens for volunteers and swimmers to prohibit early entry.
2. Allows entry of volunteers at designated time.
3. Monitors volunteer check-in area to prohibit anyone from removing badges prior to volunteer checkers arrival.
4. Once the building is open for swimmers and parents and the volunteer checkers arrive, this position ends.

SPLIT SESSION MARSHAL

Two Split Session Marshals report to the Head Marshal prior to their shift. Split Session Marshals report to their position approximately ½ hour before the first and third sessions are scheduled to end and remain at their position for approximately 2 hours. Responsibilities include helping maintain order in the hall and on the stairs and helping direct swimmers to the deck for warm-ups.

HALL/LOCKER ROOM MARSHAL

1. Helps maintain order in halls, stairwell, especially bathrooms and locker rooms, and all other areas of building and does NOT permit any activity which may injure a swimmer or damage property. There are separate Deck Marshals for deck area.
2. Keeps trash under control, reminding swimmers to pick up their own trash, and change trash bags if needed.
3. Does not allow any food or drink in building other than at cafeteria areas and main hall.
4. May have to occasionally mop wet floors.
5. Assists announcer at front desk in announcing events being called to Clerk-of-Course.

LOBBY GATE MARSHAL

1. Positioned at lobby Front Desk Gate and controls access to pool area.
2. Verifies adult volunteers have deck pass for entry to pool area for current session.
3. Verifies coaches have deck pass for entry to pool area for current session.
4. Verifies swimmers have correct wrist band for entry to pool area for current session.
5. Uses best judgment in allowing RELAY TEAMS access to deck even if not marked for that particular event. (Last-minute relay swimmers may not be marked for an event.)
6. Reports violations to Head Marshal.

RACING POOL DECK MARSHAL

1. Keeps area behind blocks free of all but the timers and other officials and swimmers waiting for their events. Coaches are specifically NOT allowed in this area. (Timers have watches, swimmers have wrist bands, and officials and coaches have designated wrist bands)
2. Keeps swimmers and spectators off the deck area surrounding the deep end of the pool being used for the swim meet. The only exception to this would be swimmers going to and from their events and coaches.
3. Allows NO ONE on bulkhead except starting swimmers and officials.
4. Assists Clerk-of-Course on deck to monitor coaches and swimmers at clerk area.
5. Assists in directing swimmers to the locker rooms and onto the deck to the Clerk-of Course staging area near the shallow end of the pool.

WARM-UP POOL DECK MARSHAL

1. Assists Lifeguards in monitoring for horseplay in warm-up pool. Removes swimmers who are not using pool properly. Periodically checks with clerk for problems.
2. Keeps Clerk-of-Course side of deck (far side) clear of all but officials and swimmers who have been seeded and are waiting for their event. One coach from each team may be in this area.
3. Because of lack of space for swimmers in other areas of the building, swimmers will be allowed on deck towards the shallow end of the pool and at the Clerk-of-Course area. However, it must not become too crowded and removal should be immediate for any difficulty such as horse play, uncooperativeness, etc.
4. Keeps the round pool area clear. NO ONE is allowed in the round pool area behind the columns as this area is not monitored and represents a danger to the individual.

W. TEAM LEADER (6 & UNDER SESSION and 10 & UNDERS)

The Team Leaders are responsible for making sure all 6-and-unders & 9-and-unders from their team are shepherded to the Clerk-of-Course and returned in an orderly fashion. **Team leaders in the 6 & Under Session MUST be 15-18 year old Swimmers or Junior Coaches.** Every team must appoint at least two individuals (one male and one female) for this job during any session where there will be 6-and-under or 9-and-under boy or girl swimmers. Teams may have as many team leaders as desired, but there will be a limit as to how many can be on deck - see volunteer roster. All Team leaders must have cell phones with text messaging and Twitter capabilities. **TEAM LEADERS MUST ATTEND A BRIEF ORIENTATION MEETING IN THE FAR DOWNSTAIRS HALLWAY AT THE START OF WARM-UPS FOR THE SESSION THEY ARE WORKING.**

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Team Leader reports to the Head Marshal.

1. Consults heat sheet for 6 & Under, 8 & Under, or 9 & Under swimmers.
2. Notes names of swimmers on their team who are swimming in upcoming events.
3. Gathers swimmers for each upcoming event in a central location on main level.
4. Verifies swimmer's name, event, heat, and lane using heat sheet. Swimmers must have wrist band on left arm to be admitted to the deck.
5. Consults heat sheet and arranges swimmers in heat and lane order to form lines to take to the clerk.
6. Leads swimmers to lower parking lot to Clerk of Course tent.
7. Consults heat sheet and/or swimmers printed info and confirms that swimmers are in correct event and heat order and turns them over to the Clerk(s).
8. Stays available to assist Clerk until swimmers are seated for each heat.
9. Remains on deck until completion of event to gather all swimmers from their team. (Note that in the 6 & Under Session, all swimmers will stay on deck during the entire session)
10. Leads swimmers back through appropriate locker rooms, upstairs, and into main hallway for parents to retrieve.
11. In the event of emergency, assists in evacuating swimmers in the immediate area. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Attempts to keep swimmers in the take-off area in event/heat/lane order
 - b. Assists Clerk-of-Course as needed to keep swimmers in event/heat/lane order
 - c. Directs swimmers to nearest exit (likely the pool level doors on far side)
 - d. Instructs swimmers to stay in event/heat/lane order in the designated area
 - e. Instructs swimmers to remain orderly
 - f. Does not allow swimmers to leave the designated area until released to parent
 - g. Directs swimmers to return to building when instructed by UVa staff
 - h. Assists in resuming meet and organizing swimmers as soon as possible

X. SAFETY OFFICERS (MUST WEAR UNIFORM or SPECIAL SHIRT)

The Safety Officer(s) should be Security Personnel hired specifically to assist in crowd control, keep order, and be available in case of a true emergency. Officers must be made aware of the location of the Rescue Squad in the downstairs control room.

Obviously this is a children's sporting event and major trouble would be unexpected. Most infractions are minor and can be stopped with a simple friendly suggestion by the officer. The use of excessive verbal or physical force should be an absolute last resort to solve an issue at the Championship. A copy of this job description and the Swimmer/Parent memo should be given to every officer prior to the start of their shift. They should be clear as to the expectations below and have an opportunity to ask questions. As outlined in the JSL Championship Organizational Chart, Safety Officers report to the Head Marshal.

1. Reads and understands expectations of job description
2. Checks in at start of shift with Head Marshal
3. Obtains a copy of the Swimmer/Parent Memo
 - a. Has general idea of information communicated to parents
 - b. May use Memo as justification for enforcing various rules
 - c. Consults Memo for Emergency Concerns for Parents
4. Two security personnel are assigned to each of the following 3 areas:
 - a. Bleacher seating area
 - b. Lobby and tents area
 - c. Drop-off area in Alderman Rd parking lot
5. Continually walks all areas of the facility including, but not necessarily limited to:
 - a. Outside areas immediately surrounding building
 - b. Main Hall (Lobby), adjacent areas, and spectator stands
 - c. Downstairs hall
 - d. Both parking lots to check for unauthorized parking.
6. Monitors all areas for unsafe conditions such as, but not necessarily limited to:
 - a. Excessive horseplay where injury may occur
 - b. Blocking of any hallways or doorways with people, towels, coolers, etc.
 - c. Blocking of aisles in spectator stands (this can be a constant problem)
 - d. Any problem which might cause physical injury (e.g. broken glass, etc.)
 - e. Any spectators or swimmers who, by their actions, are clearly out of order
7. Notifies Head Marshal, Meet Director, and/or UVa personnel of any difficulty with any participant which cannot be solved with a simple warning or suggestion. Notifies Lobby Coordinator (Susan Field) of parking violations by providing description and license number of vehicle.
8. Removes any participant from the building who is clearly out of control presenting a danger to himself or others. Examples may include but not be 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.
9. In the event of emergency, assists UVa and JSL personnel in orderly evacuation. (If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Assists in calling for appropriate emergency personnel
 - b. Assists UVa and JSL personnel in resolving emergency
 - c. Directs participants to nearest exit (see Swimmer/Parent Memo)
 - d. Directs participants to the nearest designated emergency area (see Memo)
 - e. Assists in coordinating other emergency personnel
 - f. Directs participants to return to building when instructed by UVa staff
9. Checks out at end of shift with Head Marshal

Y. FRONT DESK/HELP DESK

The Front Desk personnel are composed of two JSL Board Members, several assistants, and an event announcer/poster. They are stationed in the main lobby at the front desk. Their primary duties are to answer questions, direct people to various locations, and generally help to keep order in this area of the building. They MUST arrive shortly before the building is opened for swimmers for each session. The two JSL Board Members will be in charge of this area, the Volunteer Check-In and the Heat Sheet/T-Shirt sales area and will report to the Meet Director(s). Many decisions made by this area will not be able to be covered by any job description, but must be made on the spot with the best interest of UVa, JSL, parents, and swimmers considered.

As outlined in the JSL Championship Organizational Chart, the JSL Board Members report to the Meet Directors and supervise the Front Desk Assistants, the volunteer check-in area and the Heat Sheet/T-shirt Sales.

1. Checks in at start of shift with Meet Director(s) or other responsible person(s).
2. Reads and understands expectations of job description
3. Obtains and reads a copy of the Swimmer/Parent Memo
 - a. May use Memo as justification for enforcing various rules
 - b. Consults Memo for building diagrams
 - c. Consults Memo for Emergency Concerns for Parents
4. Consults copy of Heat Sheet and assists swimmers in the following:
 - a. Directs swimmers to deck as needed and as called
 - b. Checks ID bracelets for admission to deck
5. As noted above, situations may arise which call for a decision not covered by the job description. At least one JSL Board Member should be at the front desk at all times. COMMON SENSE MUST BE USED, but the following guidelines apply:
 - a. Allow all bona fide workers and coaches (check list) to obtain a deck pass and /or worker shirt and have unlimited deck access.
 - b. Allow all bona fide swimmers access to deck and downstairs hall as appropriate to the events as called. There will not be a list of swimmers to check, but wrist bands must be checked.
 - c. Do NOT allow spectators and parents to have access to deck and downstairs hall. You will have the authority to waive this rule in the case of very young swimmers or obviously concerned parents. Any parent who needs emergency access downstairs should be escorted by someone from the desk (preferably the JSL Board Member). Parents who simply want to go to the deck to see their child swim must be politely told to go to the spectator stands on the main level. Also, the large bathrooms are downstairs, if needed.
 - d. Emergency deck passes must be limited to those OVER 18 (preferably parents only) and their name must be on the deck pass.
6. Monitors front lobby for unsafe conditions such as, but not necessarily limited to:
 - a. Excessive horseplay where injury may occur
 - b. Blocking of any hallways or doorways with people, towels, coolers, etc.
 - c. Any problem which might cause physical injury (e.g. broken glass, etc.)
 - d. Any spectators or swimmers who, by their actions, are clearly out of order
7. Notifies Meet Director and/or UVa personnel of any difficulty with any participant which cannot be solved with a simple warning or suggestion

Y. **FRONT DESK** (continued)

8. Assists Deck Announcer in calling events to Deck and making other announcements
 - a. Consults Announcer Procedure (P) for announcing outline
 - b. Makes announcements as appropriate and requested
 - c. Repeats all important announcements outside to tent area
 - d. Posts and updates events called to deck on appropriate board(s)
9. Serves as “Lost and Found” area for kids and personal property.
10. Assists Heat sheet/T-Shirt sales area as needed
11. In the event of emergency, assists UVa and JSL personnel in orderly evacuation. (If a fire alarm sounds the building **MUST** be evacuated - **NO EXCEPTIONS !!**)
 - a. Assists in calling for appropriate emergency personnel
 - b. Assists UVa and JSL personnel in resolving emergency
 - c. Directs participants to nearest exit (see Swimmer/Parent Memo)
 - d. Directs participants to the nearest designated emergency area (see Memo)
 - e. Assists in coordinating other emergency personnel
 - f. Directs participants to return to building when instructed by UVa staff
13. Checks out at end of shift with Meet Director or other responsible person(s)

Z. WEB-CAM OPERATOR

The Web-Cam Operator is responsible for streaming the meet on-line. This is an appointed position. With multiple cameras, the need for a video operator has been eliminated.

******* MUST REPORT TO FRONT DESK TO GET SHIRT AND ASSIGNMENT SHEET *******

As outlined in the JSL Championship Organizational Chart, the Video Operator reports to the Deck Announcer.

1. Confirms that TV's are on and properly tuned in lobby.
2. Locates Web-Cam Operator area. (video camera is set up by outside company)
3. Confirms that cameras are on and properly operating during entire session.
4. Confirms that Web-Cam is being transmitted.
5. In the event of emergency, assists UVa and JSL personnel in orderly evacuation.
(If a fire alarm sounds the building MUST be evacuated - NO EXCEPTIONS !!)
 - a. Attempts to keep swimmers calm and focused
 - b. Directs swimmers to nearest exit (likely the main level doors at the front or side exits)
 - c. Instructs swimmers to stay in the designated area
 - d. Instructs swimmers to remain orderly
 - e. Does not allow swimmers to leave the designated area until released to parent
 - f. Directs swimmers to return to building when instructed by UVa staff
 - g. Assists in resuming meet and organizing swimmers as soon as possible
6. Checks out at end of shift with Meet Director or other responsible person(s)