



LINKS TO TRAINING AND DESCRIPTIONS Of Championship Volunteer Positions (ALL Positions are for a FULL session, except as noted.)

Selecting the position link will connect to the full description.

[AD SALES ONLINE COURSE](#)

The **Ad Sales Coordinator** for each team is selected by the individual teams. This position solicits ads and donations from their team to help offset the expenses of the Championship. All teams are expected to contribute to this fund-raising effort. The duties for this position are performed about 5 to 6 weeks before Champs.

[ANNOUNCER ONLINE COURSE](#)

The **Announcer** is an appointed position and must be someone comfortable with public speaking. S/he must also be aware of the guidelines and the importance of not contributing unnecessary noise and confusion to the meet. The Announcer is also responsible for "tweeting" meet information, including calling events to the Clerk of Course.

[AWARDS ONLINE COURSE](#)

The **Head of Awards** is an appointed position and is entrusted with the task of making sure awards are properly managed. The Head of Awards and the Awards Assistants are responsible for obtaining awards labels from the Computer Operator, sticking them on the proper awards, and placing the awards in the proper teams' award boxes.

[CLERK-OF-COURSE ONLINE COURSE](#)

The **Head Clerks** are appointed positions and MUST be well qualified and experienced. There will be one Head Clerk in the gym and one on the deck.

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 and must have experience in this position.

[COMPUTER OPERATOR](#) and [ASSISTANT](#) ONLINE COURSES

The **Computer Operator** is an appointed position who confirms and enters all times into the computer one heat at a time. Ideally the Assistant will have experience at this position, but can act as a "reader". Both should be familiar with the computer program and operation of the computer and printers. This position differs slightly from the dual meet position, but an experienced computer operator would catch on quickly.

[CTS OPERATOR & ASSISTANT ONLINE COURSE](#)

The **CTS Operator** is an appointed position and MUST be familiar with the operation of the current CTS System. The Assistant does not necessarily have to be familiar with the CTS System, but can merely be a helper.

[DECK RUNNER ONLINE COURSE](#)

The Deck Runner collects "DQ" cards, timers' cards, and CTS printouts after each heat and takes cards and printouts immediately (in heat and sex order) to appropriate boy or girl sorter at the table in Aerobics Room 9. The timer's sheets are collected after each event.

[HEAD OF CHAMPS SALES AND ASSISTANTS ONLINE COURSE](#)

This position is currently being filled by Swim and Tri.

HEAD OF REFRESHMENTS AND ASSISTANTS

The Head of Refreshments is from one of the Host Teams and must take care of all duties as listed in Section II #B in the Champs Manual. In addition, the following must be done throughout the entire meet: Monitors coffee, bagel, and doughnut usage during morning and continues to serve water (w/ ice) during the meet to all official workers and coaches about every 30 to 60 minutes. Assistants do not need experience at this position.

HEAD OF TABLE ONLINE COURSE

The Head-of-Table is an appointed position and **MUST** be familiar with all Scoring Table procedures and positions as well as how the Championship procedures may differ from dual meet procedures.

HEAD MARSHALS ONLINE COURSE

The Upper Level and Lower Level Head Marshals are appointed positions. Both organize, instruct, and supervise all Marshals on their level and the Safety Officers. All Marshals report to the Head Marshals on their level on arrival.

MARSHALS ONLINE COURSE

FRONT DOOR MARSHAL

The Front Door Marshal is in position before the YMCA doors open for volunteers, swimmers and parents to keep those, who are not reporting to volunteer positions, out of the YMCA until the building opens for parents/swimmers. Once the YMCA doors are open to parents/swimmers, this Marshal watches for swimmers or others trying to bring in coolers, chairs, or other prohibited items and generally keeps order in this area.

LOBBY/OBSERVATION DECK MARSHALS

The Lobby/Observation Deck Marshals keep order in the lobby and control entry to and exit from the Observation Deck.

LOBBY STAIRS MARSHAL

The Lobby Stairs Marshal(s) are at the top of the stairs and are the gate keepers to the deck. No one without a deck pass (wrist band, name tag, etc.) is allowed on the lower level. If clarification is needed, the Volunteer Check-in Head will be in the lobby to assist in determining whether or not a person is allowed on deck.

LOWER LEVEL EXIT DOOR MARSHAL

The Exit Door Marshal is on the lower level at the hall exit doors to prevent unauthorized entry at this door and to generally keep order at this location.

DOWNSTAIRS HALL/LOCKER ROOM MARSHALS

Responsibilities include helping maintain order in the lower level halls, keeping trash under control, and, most importantly, controlling entry to all bathrooms. Both male and female Marshals are needed for this position.

RACING POOL DECK MARSHALS

The Racing Pool Deck Marshals are responsible for keeping order on the deck surrounding the Racing Pool.

WARM-UP POOL DECK MARSHAL

The Warm-Up Pool Deck Marshal is responsible for keeping order on the deck surrounding the Warm-up Pool and making sure the Warm-Up Pool is used correctly.

EXIT DOOR DECK MARSHAL

The Exit Door Deck Marshal is responsible for prohibiting entry onto the deck through this door by those who are not authorized.

MEET DIRECTOR ONLINE COURSE

The Meet Director is an appointed position and is normally the Chair of the Champs Committee. Ideally there should be 2 Meet Directors per session, one on the deck level and one on the lobby level. The Lobby Meet Director is in charge of the Lobby, Viewing Areas and Outside Areas. The Deck Meet Director is in charge of the Deck Area and Lower Level.

REFEREE AND CHIEF JUDGE ONLINE COURSE

The Referee is an appointed position and has full jurisdiction over the swim portion of the meet and makes sure all applicable rules are followed and enforced. S/he must decide all questions arising during the course of the meet, the final settlement of which is not otherwise covered by the rules. The Referee is appointed by the JSL Officials Advisor.

RELAY TAKE-OFF JUDGE

The Relay Take-Off Judges are appointed by the Referee and assist the Referee in determining that all relay take-offs are consistent with the applicable rules.

SAFETY OFFICERS ONLINE COURSE

RMC Events is hired by JSL to assist with crowd management and serve as the Safety Officers. Beginning in 2024 there will be a policeman at the entrance to the parking lot.

SORTER ONLINE COURSE

The Championship demands experienced Sorters. The sorter **MUST** be familiar with CTS printouts and should review procedures for reading these printouts well before the meet. This position is somewhat different from the dual meet sorter position, but an experienced sorter would have no difficulty mastering this position.

STARTER ONLINE COURSE

The starters are selected by the JSL Officials Advisor. This is probably the second most important meet official and therefore the most qualified starters in the League must be used. The starter must be well experienced and, if possible, USAS certified.

STROKE-AND-TURN-JUDGE ONLINE COURSE

Stroke-and-Turn Judges are selected by the JSL Officials Advisor to ensure that the most qualified Judges fill the positions. JSL requires Stroke-and-Turn judges to be either USAS, YMCA, or High School certified or have attended a USAS, YMCA, or JSL clinic for Stroke-and-Turn Judges within the current calendar year.

TABLE RUNNER ONLINE COURSE

The Table Runner position is responsible for removing results from the Meet Manager computer printer and posting them in the agreed upon locations. In addition, this person should assist the Computer Operator(s) with the printer and all printed materials. The Back-up Checker position is responsible for reviewing all printouts for obvious discrepancies such as misplaced decimals, etc. PRIOR to giving them to the Table Runner.

TEAM LEADER ONLINE COURSE

The Team Leaders are responsible for making sure all 5-6 year olds, 8 & Unders, 9-10 boys and 9-10 girls from their team are taken from their team tent area to the Clerk-of-Course in the gym and returned in an orderly fashion. Ideally, Team Leaders for the 8-&-under session should be 15-18 year old swimmers or junior coaches. Team Leaders can remain on deck while their swimmers are swimming and then escort them off the deck.

TIMER/BUTTON PUSHER ONLINE COURSE

The Head Timers are normally appointed positions, but all Timers **MUST** have previous timing experience including dive-over starts using two watches. The YMCA's CTS system and touch pads will be used, but back up must be provided in the form of three button pushers and two watch timers on each lane. This is a total of 3 timers, as individuals can operate 1 button and 1 watch each. This position is similar to the timer position for a dual meet, except the timers also use buttons to shut off the touch pads as the swimmer touches at the end. There are relief timers available for each session.

TURN OVER CHAMPS

A member from each of the teams hosting next year's Championship assists the current year's Host Teams to pack up the supplies and equipment used for Champs and return them to the storage unit. **This is only at the end of the 4th session, not a full session.**

VOLUNTEER CHECK-IN ONLINE COURSE

The Volunteer Check-In Head is an appointed position and, along with Assistants, is responsible for distributing volunteer name badges and worker pennies or wrist bands for each session. They are also responsible for distributing coaches' badges, media badges, and any other type of special badges. Additionally, they may be called upon to answer questions, give directions and generally keep order in this area. There will also be YMCA Employees in this area to assist.

WEB-CAM OPERATOR ONLINE COURSE

A volunteer or Spectrum Integrators employee with experience in videography is responsible for live-streaming the sessions to the web.