

CVSL Meet

## **Job Descriptions:**

**Timer:** Time swimmers in their lane. Timers and relief timers must attend timers meeting before the session that they are working for information on electronic watches. Record times as shown on watches.

**Time Sheet Runner:** Collects time sheets from each lane after those events are completed.

**Head Timer:** Starts 2 watches at the beginning of each race in case a new watch is needed in a lane.

**Heat winner Ribbon:** Gives a ribbon to the swimmer that wins each race.

**Awards:** Helps put the medal and ribbons together for the winners of events.

**Head Table Runner:** Posts heat sheets and winner sheets in designated areas.

**Bull Pen:** Assists in getting kids lined up for their events.

**Lane Shepard:** Checks assigned lanes to see that the right swimmer is going up to the blocks to swim.

**Head Table Assistant:** Assists Data Entry Chairperson; collates score sheets and results at scoring table.

**Announcer:** Announces when swimmers need to be in the bullpen, what races are happening and winners of events from results reports.

**Facilities Marshal:** Covers areas so that only the proper personnel are going into those areas.

**Meet Referee:** In charge of the official running of the meet.

**Meet Director(s):** Responsible for all areas of the meet functioning. They oversee the entire meet, including making sure team parents are filling their assignments.

**Site Host:** Responsible for hosting the meet and keeping facilities running.

**Transition Team:** Representatives from future Meet Director Team mentor/shadow current year's Meet Directors.

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