



**English**

## Briefing to MSL Board & Teams on 2019 MSL Championships

Welcome to the 2019 MSL CHAMPS meet. The Terra Linda Orcas are proud to be the meet host and are looking forward to another exciting day of swimming. Thank you for attending this meet and encouraging our young swimmers. This information package has been designed to provide you with the necessary information to help you maximize your understanding and enjoyment of the CHAMPS meet.

Key changes from previous years or reminders:

- **Morning swim meet will start 30 minutes later than previous years.** Warm-ups from 7:00-7:45am, meet starting promptly at 8:00am. There are no changes to the afternoon schedule.
- Drop off of equipment will be Thursday evening, June 27th, from 3 pm – 6 pm.
- Set up on Friday July 28 will begin at 10:00am.
- MSL has purchased IVC parking again this year so there's no need to purchase daily passes. Parking is first-come-first-serve. **Violators who park in a non-valid parking spot will receive a ticket and may be towed!**

**Good luck to all the swimmers!**

## **PARKING**

- Champs 2019 is following the “self-park” method that was established a few years back. There will be no parking assistance or drop-off zone.
- Any car parked in an illegal area (non-marked spot, red zone, motorcycle zone or handicapped parking) is subject to be ticketed and/or towed. IVC police will not grant a grace period and will issue a ticket immediately.
- Parking at IVC will be first come first serve in the visitor parking lots (see diagram below). The MSL has paid IVC for parking at Champs in the designated lots. You do not need to purchase a parking permit from the kiosk on the day of Champs. If the parking is full at IVC, you will need to find parking in the neighborhoods near the entrance of IVC or at San Jose Elementary School lot.
- LOT 1 (near the front of the campus) will be reserved for College of Marin students and NO event parking is allowed. No Parking on INDIAN HILLS ROAD as it is a narrow road and causes a fire hazard.
- LOT 6 - is only accessible with a permit. We will give permits to the teams to be used for coaches, families with accessibility needs or at the teams discretion.
- PLEASE ENCOURAGE CARPOOLING and/or the use of a bicycle. Drop off, park, walk or bike in. At the end of each meet, please remember you may NOT cross the bridge(s) in a car or other motorized vehicle to pick up your swimmers or belongings.
- Fire Road above Pool: There is no “camping” on the Fire Road. No tents, coolers, or chairs will be permitted. Standing room only to insure quick and easy removal should an Emergency Vehicle need to use the road.



Last updated: January, 2019

**PARKING**

Designated parking available for: motorcycles, and persons with disabilities. Vehicles on campus are subject to parking and traffic regulations. All cars must have a permit which may be purchased from the parking ticket dispensers located in parking lots. Parking permits are required at all times, except Sundays and school holidays.

**POLICE PHONE NUMBERS**

Emergency: 911  
Urgent: 415.485.9696  
IVC Police Business: 415.883.3179

**NO POSTING of team signs and spirit messages**

- Under no circumstances are we allowed to post signs outside the pool area, especially along Ignacio Boulevard and 101 by order of the Novato Police Department. We can post signs on the concrete wall within the pool area, NOT on the glass windows and NO chalk spirit writings are allowed at IVC. Please be advised that there is to be no chalk or paint on the deck area or surrounding areas outside of the pool.

**SPECTATORS**

- Standing spectators will NOT be allowed on the deck area in front of the bleachers** - for the morning meet only. There will be an aisle for walking along the deck in front of the bleachers. This is for spectators to access the bleachers and to move between the deep and shallow ends of the pool. The remaining deck space

will be roped off for the 8 & Under swimmers – to ensure adequate space for fair starts, and to minimize confusion and anxiety for the swimmers.

## **PREPARATION FOR SWIMMING**

- **All timers, waiting swimmers, and coaches will be required to be behind the blocks (behind the red line) at the start of each race**, on the blocks side of the pool, so that the area between the blocks is clear. This is to minimize confusion (among swimmers and Starters) and to provide the fairest possible start environment.
- **Fly-over starts will not be used for either the AM or PM meets.** While they can be effective in some meet circumstances, the alternating deep/shallow starts at Champs provide adequate time for swimmers to exit the pool.
- **8 & under disqualifications.** S&T Officials will be instructed to write up all 8&Under DQs (since they cannot accurately predict who will be among the 16 scoring swimmers). The respective Head Referee and Meet Desk will apply the DQs according to MSL dual meet rules.
- **Swimwear.** Meet Officials will enforce standing rules on legal swimwear (according to MSL rules, which follow established USA Swimming and FINA standards). Meet Officials will not be imposing restrictions on logos and insignia. There are no documented MSL rules on this, and USA Swimming rules (102.8) on this are rather permissive. Any protests will be handled via the existing MSL procedures. MSL follows USA Swimming rules on swimwear allowed for competition. In brief:-All swimsuits shall be made from textile materials (i.e. woven materials, water permeable). For boys, the swimsuit shall not extend above the navel nor below the knees- For girls, the swimsuit shall not cover the neck or extend past the shoulders or below the knee- Swimsuits must comply with FINA swimsuit specifications.

## **MEDICAL RESPONSE PLAN**

- On-call medically trained professionals will be available by cell phone and walkie-talkies throughout the entire meet. Contact information will be posted. The first response to any significant emergency will be to call 911.

## **NATURE, PESTS, AND OUR TENTS**

- **Rattlesnakes and poison oak** have been reported to IVC. Stay out of the creek and non-designated pathways.
- **Yellow jackets** are also known pests at IVC – BE CAREFUL

## **TEAM EQUIPMENT AND TENTS**

- No team tent set-up on the lawn Thursday night. Tent set-up on Friday or very early Saturday
- **Equipment check-in:** Each team will be required to bring equipment to help run this meet. A separate email was already mailed to each team with team equipment assignments. Drop off of equipment will be Thursday evening, June 27th, from 3 pm – 6 pm. Please very clearly mark every piece of equipment to be sure your team will get back what belongs to you. At the end of the meet every team has a breakdown crew to assist with the overall take down, this is your responsibility to have people assigned to this who know your stuff and can be sure they get back what you brought. After the meet, equipment will be returned to each team's area on the grass. It is the responsibility of the team to arrange transportation of their equipment after the meet.

## **LOST & FOUND**

- Lost & Found will be located at the Information tent on the lawn. Contact information, pick-up instructions, and a deadline will be emailed to the teams following Champs. Items not picked up by the deadline are to be donated or tossed out.

## **10 YEAR SWIMMERS / GRADUATING SENIORS**

- Each year, all 10 teams submit a list of their 10-year swimmers and also graduating swimmers for that season. The 10-year swimmer list is simply a list of those who have swum for 10 years with their MSL team. The graduating swimmers list includes a short paragraph for each of the swimmers who will be graduating out of the MSL, either because they are 18 or because they are leaving for college after the MSL season is over. It's a nice tradition to acknowledge the swimmers who stayed with their MSL teams throughout their swimming career.

## **SNACK BAR AND HYDRATION**

- This year, the Strawberry Seals will be hosting the snack bar. The snack bar will offer a variety of (mostly) healthy snacks and food throughout the day. Grilly's in Mill Valley will provide burritos, Antone's, Mill Valley will provide East Coast Specialty Subs, Hot Dogs and Burgers, Whole Foods will provide a variety of salads and there will be donuts! Peets coffee will be available throughout the day.
- You are encouraged to bring a personal refillable water bottle. Water filling stations will be provided near the snack bar. Bottled water and other beverages will also be available for purchase.

## MERCHANDISE

- This year we will be selling custom made Champs T-Shirts at the Merchandise Station. Teams with the names of their swimmers can be printed on the back of Champs T-Shirts. Teams are to provide a list of ALL the swimmers on their team (not just those attending Champs) by Monday June 17<sup>th</sup> to Mimi Cunningham partyqueen101@yahoo.com.
- Vendors this year:

# JOLYN



## SPONSORS



**Please create an email to send to your families which contains the important info above about parking and any other important info you think they will need from this doc: Below is helpful info you may want to send as well**

## GENERAL CHAMPS INFORMATION

The Championship Swim Meet, is the biggest meet of the season where all the swimmers from all 10 Marin Swim League Swim Teams come to College of Marin Indian Valley Campus (IVC) pool to compete. This is scheduled for Saturday, June 29<sup>th</sup> 2019. It is essentially two meets run in one day - 8 & under and 9-10 swimmers in the morning and 11-12, 13-14 and 15-18 swimmers in the afternoon. Scores compiled from both meets = final results at the end of the day with an awards ceremony.

The Heats will progress from slowest to fastest seed times. Hence the fastest heat is the last heat in each age group. The same format will be followed as in dual meets:

1. Medley Relays
2. Freestyle
3. Backstroke
4. Breaststroke
5. Butterfly
6. Individual Medley
7. Free Relays

ATTENTION: No one but swimmers and timers will be permitted behind the starting blocks. NO EXCEPTIONS

## A PERSPECTIVE FOR THE UNINITIATED

It helps to know a little about championships if you've never attended:

- It can be confusing.
- It will be crowded. (1100 swimmers, 550 volunteers and lots of spectators)
- It's always fun.

## TEAM LOCATION

- Each team will have a tent in the IVC field. Please keep the area outside your tent area clean.

## BLEACHERS:

- Bleacher Area: There is no "camping" in the bleachers:
  - \*\*No reserved seating** (unused blankets, towels etc. will be removed). Signs will be placed on the wall above the bleacher area indicating that this is standing room only. Please advise all team members that we want to maximize everyone's enjoyment and viewing pleasure.
  - \*\*No folding chairs**
  - \*\*No tents, coolers etc. are allowed in the bleachers.**

This is important to insure that there is space for spectators, since pool deck space will be limited, and roped off, during 8 & under events.



## MEET PROGRAM

### The Morning Program – 7:00 Warm-ups. Meet begins at 8:00.

- 8 & U Boys and 9-10 Girls will swim in the Deep end of the pool. 8 & U Girls and 9 -10 Boys will swim in the Shallow end of the pool. All Relays will be held in the deep end.

Time	Shallow End	Deep End
6:45	All 10 & Under swimmers arrive at pool	
7:00 – 7:45	Warm-ups	Warm-ups
7:45		Relay swimmers line-up
<b>8:00 MEET STARTS</b>	<b>8 &amp; Under Girls 9-10 Boys</b>	<b>8 &amp; Under Boys 9-10 Girls</b>
8:00	-	Mixed Medley Relay
~ 8:15	Girls 8&U Free <u>Boys 9/10 Free</u> Girls 8&U Back Boys 9/10 Back	Boys 8&U Free <u>Girls 9/10 Free</u> Boys 8&U Back Girls 9/10 Back
~ 10:00 (Start of second half)	Girls 8&U Breast <u>Boys 9/10 Breast</u> Girls 8&U Fly Boys 9/10 Fly	Boys 8&U Breast <u>Girls 9/10 Breast</u> Boys 8&U Fly Girls 9/10 Fly
~ 11:00	Girls 8&U IM Boys 9/10 IM	Boys 8&U IM Girls 9/10 IM
~ 11:20	-	Mixed Free Relay 8&U, 9/10
~ 12:00	8&U and 9/10 Awards Ceremony	

\*All times are estimates based on pace of the meet and number of heats. There will be a 10 minute break before the start of the second half

### The Afternoon Program - 1:00 Warm-ups. Meet begins at 2:00

- 11 -12 Boys & Girls will swim in the Shallow end. The 13 & Up Boys & Girls will swim in the Deep end. All Relays will be held in the deep end.

Time	Shallow End	Deep End
12:45	All 11 and Up swimmers arrive at pool	
1:00 – 1:45	Warm-ups	Warm-ups
1:45		Relay swimmers line-up
<b>2:00 MEET STARTS</b>	<b>11/12 Boys and Girls</b>	<b>13 &amp; Up Boys and Girls</b>
2:00	-	Mixed Medley Relay 11/12, 13/14, 15-18
~ 2:15	Girls 11/12 Free <u>Boys 11/12 Free</u> Girls 11/12 Back Boys 11/12 Back	Girls 13/14 Free Boys 13/14 Free Girls 15-18 Free <u>Boys 15-18 Free</u> Girls 13/14 Back Boys 13/14 Back

		Girls 15-18 Back Boys 15-18 Back
~ 3:45 (Start of second half)	Girls 11/12 Breast <u>Boys 11/12 Breast</u> Girls 11/12 Fly Boys 11/12 Fly	Girls 13/14 Breast Boys 13/14 Breast Girls 15-18 Breast <u>Boys 15-18 Breast</u> Girls 13/14 Fly Boys 13/14 Fly Girls 15-18 Fly Boys 15-18 Fly
~ 4:45	Girls 11/12 IM Boys 11/12 IM	Girls 13/14 IM Boys 13/14 IM Girls 15-18 IM Boys 15-18 IM
~ 5:00	-	Mixed Free Relay 11/12, 13/14, 15-18
~ 5:30	11/2, 13/14, 15-18 & Full Team Awards Ceremony	

\*All times are estimates based on pace of the meet and number of heats. There will be a 10 minute break before the start of the second half

## Warm up lane assignments

Lane	Shallow End	Deep End
1	Tidalwaves	Swimarin
2	Scott Valley	Swimarin
3	Scott Valley	Strawberry
4	Terra Linda	Strawberry
5	Terra Linda	Rolling Hills
6	Novato	Rolling Hills
7	Novato	Marinwood
8	Lucas Valley	Marinwood
9	Lucas Valley	Sleepy Hollow
Gutter	Tidalwaves	Sleepy Hollow

Note: 1) Gutter lane not used during meet 2) Shallow end lane 1 and gutter lanes are next to each other

## **8& UNDERS- A NEW EXPERIENCE FOR SWIMMERS AND PARENTS**

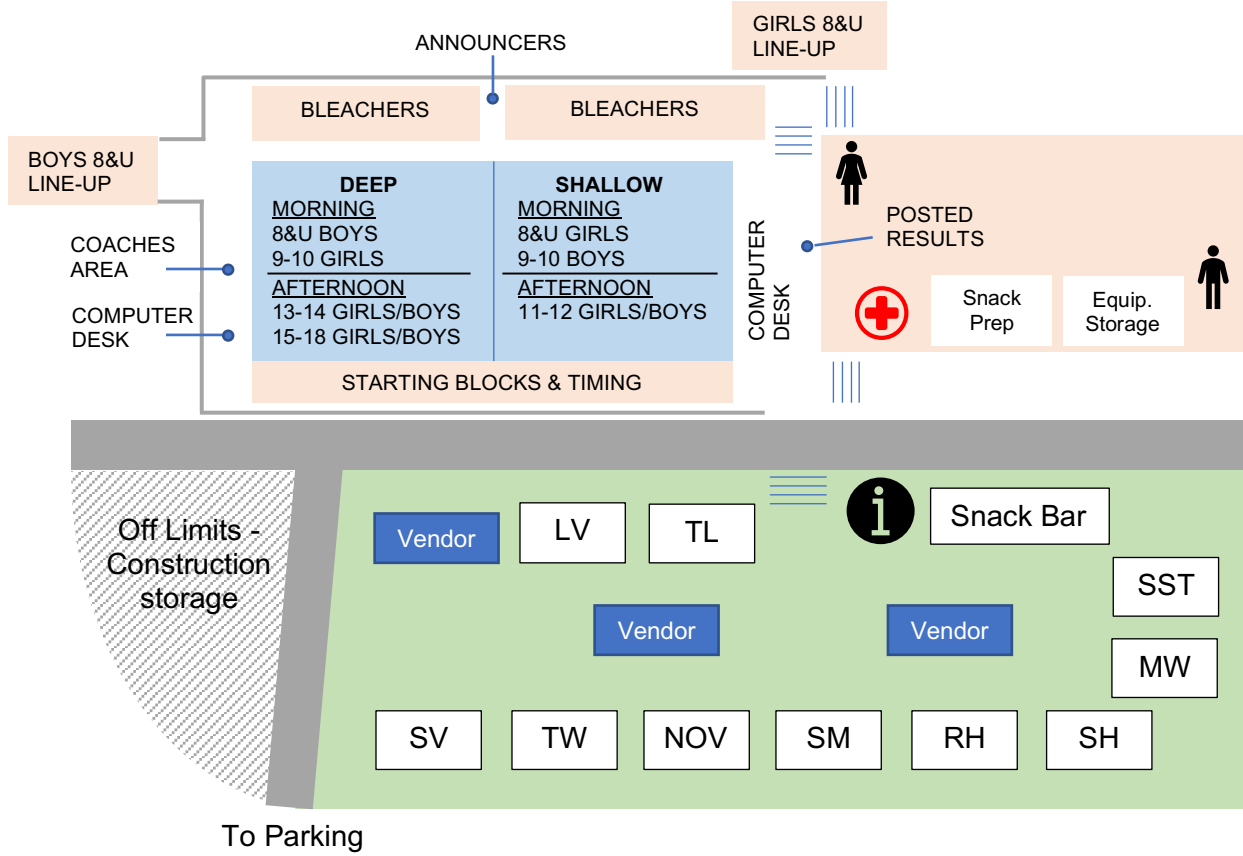
### Especially for 8 & Under Parents:

- 8 & Under boys will swim in the deep end. The staging (lineup) area for 8 & Under boys is the ramp at the deep end of the pool. 8 & Under Girls will swim in the shallow end of the pool. The staging (lineup) area for 8 & Under Girls is the road above the pool near the locker room. Please have your child at their line-up area no later than 7:45am.
- IT IS YOUR RESPONSIBILITY TO GET YOUR CHILD TO THE LINE UP SPOT. PLEASE EXPLAIN THE IMPORTANCE TO THEM OF LISTENING TO THE LANE MARSHALS SO THEY WILL MAKE THEIR RACE!
- **MARSHALS AT THE STAGING AREAS WILL BE LINING UP CHILDREN FROM ALL 10 TEAMS AND WILL NOT KNOW YOUR CHILD!**
- Please help out by writing your child's name in bold black letters on his or her swim cap. **ALSO -WRITE YOUR CHILD'S RACE, LANE AND HEAT NUMBERS ON HIS/HER HAND. "L" for Lane and "H" for heat**  
Fr L4 H12 B L7 H15 Br L2 H4 FL L3 H5 IM L2 H6
- If this is your first Championships, you will see that an event this size cannot take place without the cooperation of every parent and swimmer from each of the ten teams in the Marin Swim League.

**We want to thank all our fabulous parents for their help and support.... See you at Championships.**

**Please remember that every swimmer and parent will be representing the Marin Swim League. Good sportsmanship is more important than a win any day!**

# College of Marin IVC POOL: Site Layout & Set Up



# Volunteer Information

**The deadline to get all volunteer info entered into spreadsheet is Thursday, June 20th. The volunteer list has already been sent out to all team presidents and MSL team reps. A separate email to each team was already mailed assigning volunteers to each team. Below is a description of the key jobs and their responsibilities.**

## **Referees - Experience required**

- **All morning Referees, Stroke and Turn Judges, Announcers and Starters are to attend a meeting with the Meet Directors at 7:30AM regardless of which shift you are working.**
- **All afternoon Referees, Stroke and Turn Judges, Announcers and Starters are to attend a meeting with the Meet Directors at 1:30PM regardless of which shift you are working.**
- With the Meet Director(s), the Referee(s) presides over the meet with Stroke & Turn Judges, Announcers, Starters and all Head Coaches. Officiates the meet and arbitrates disputes. Experience required.
- Head Referee focuses on officiating. Meet Directors will coordinate the operation of the meet, communicating directly with the Announcer, Starter, and officials on the other side of the pool to ensure smooth transitions between the deep and shallow ends of the pool.

## **Starters - Experience Required**

- Morning starters are to report to the meet director/head referee at the shallow end of the pool by 7:30AM - this is for both the first and second shift starters. Afternoon starters are to report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift starters.
- The Starters attend the Referee meeting. Starters begin each race and call false starts. One starter system will be set up on each end on the bleacher side, positioned 10 yards down so that swimmers and timers in the farthest lanes can see clearly. A second starter system is set up on the blocks side, positioned 10 yards down to keep the starter blast away from the desk volunteers. The extra system on deck provides backup if necessary.

<b>Sequence</b>	<b>Example</b>	<b>Comments</b>
Announce Next Heat	“Next up, Heat #4”	Announce as soon as previous heat touches
Call Heat to Blocks (into pool for backstroke)	“Heat #4 swimmers please step up on the blocks”  “Heat #4 swimmers in the water”	Call heat to the blocks (or in the water) as soon as possible – even as previous heat is getting out of the pool  This keeps the meet moving, focuses the attention of the swimmers, and gives them sufficient time on the blocks. Many adjust goggles, caps etc. only after they are on the blocks.  Look for indicator light on scoreboard, or sign from Desk that Colorado is set.
Repeat call to swimmers and judges	“Heat #4 (50 yd. freestyle)” “Timers and Judges Ready”	Raised hand indicates that you are starting
Start	“Swimmers take your marks”	

- Develop your own pattern or style, but try to be consistent over the course of the meet. Swimmers quickly learn what to expect, and will anticipate the same instruction sequence for the next event
- Keep commands sharp and even-toned. Leave a break after the “marks” command to allow swimmers time to come down and hold. Don’t let the “marks” command blur into the actual start signal.
- Do not let one swimmer control the start by being too slow to come down and hold. If necessary, stand the swimmers up (e.g. “swimmers please stand up”). Give explicit instructions to the swimmer at issue (e.g. “lane #4, please come down on my command” or “lane 5, can you hear me?”)
- How long to hold? Just long enough to insure that all swimmers are still.
- Soft focus, or focus at a distance to see all the lanes at once using peripheral vision. Don’t focus on individual lanes, or try to scan the lanes.
- False starts. This should be quick, otherwise the swimmers may not hear the false start signal. This will become instinctive to the point that you will be able to react even before the swimmers enter the water.
- First false start is called on an individual swimmer, and must be announced (e.g. “one false start on lane #7”) and verified with the referee. Second false start results in D.Q.
- Backstroke. Feet must be below the top of the gutter on the start. You may need to give explicit instructions to the swimmer at issue.

## **Stroke & Turn (S&T)- Experience Preferred**

- Morning Stroke and Turn judges and relay exchange judges are to report to the meet director/head referee at the shallow end of the pool by 7:30AM - this is for both the first and second shift S&T judges.
- Afternoon Stroke and Turn judges are to report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift S&T judges.
- Four judges at each end of the pool (two per side per end) ensure that the rules for each stroke, turn and finish are observed. Signed DQ slips are sent by way of the Runners to the desk. Relay Exchange Judges are positioned next to lanes 1 & 4 and 8 & 5 on the diving block side of the deep end. For eight and under races, Relay Judges are also positioned next to lanes 1 & 4 and 8 & 5 on the bleacher side. Two signed dual confirmation forms are necessary for a relay DQ.

## **Line-Up Leads for 8 and Under**

- Leads report to the information desk by 7:15AM to get their lane assignments.
- There are 3 leads for boys and 3 leads for Girls.
- The job of the line-up leads and crew is to get the under-8 swimmers lined up in the two waiting areas before their events—typically girls on the shallow side and boys on the deep side. The leads have the master lists of swimmers and get the Lane Marshalls into the appropriate order in the holding area.
- The Leads and traffic monitors then clear the walkways of parental traffic so the lane marshalls can walk the swimmers down to their lanes in groups, sending down more groups as necessary.
- Line up leads need to come by the information desk to get lane sheets to distribute to the Lane Marshalls —one set of sheets for each lane marshal. so 18 sets for girls, 18 sets for boys.

## **Line-Up Marshals for 8 and Under**

- Marshalls report to the girls or boys area by 7:30AM to get their lane assignments.
- There are 2 lane marshals per lane for a total of 18 on the shallow side and 18 on the deep side, or 36 total. The Marshalls lead the 8 and unders to their lanes in two groups. The Leads can help facilitate this.

## **LINING UP THE SWIMMERS**

- Once the announcers call for the 8 & unders to line up the fun begins. Relay swimmers will head to the pool for their relay, then will join the line up. The line is arranged from slowest heat to fastest, (unlike the regular season in which heats are scheduled from fastest to slowest) so when the relay swimmers arrive, they head to the back of the line.
- **Shallow side:** The girls typically line up on the shallow side of the pool, up the stairs on the road behind the pool. There is enough room for five lines of girls on one side, and 4 lines of girls on the other side. See diagram. The girls line up behind a lane

marshal (LM) who is holding a number sign for their lane. All girls should be lined up before the event begins, except the relay swimmers as noted above. Each lane has 2 LMs for a total of 18 parent volunteers per side. LM #1 will walk the first group of girls down to the pool and stay down there to assist the swimmers getting ready to swim. LM #2 will walk small groups of girls down to the pool, and then return up to base camp for more girls as necessary. All LMs should have a list of girls who are in their lanes.

- **Deep end:** The boys line up on the deep end of the pool. Their line-up positions can be seen in the diagram. The deep end runs the same way as the shallow end, but does not have to fight parental traffic to get to the pool. In the event of an emergency, Paramedics will access the pool from the fire road where the boys are lining up. The Marshalls will need to ensure a clear path for the Paramedics if necessary.

#### GETTING THE FIRST ROUND OF KIDS DOWN TO THE POOL

- When the time comes to get the swimmers to the pool, each lane sends a group of 6-8 swimmers down at a time. Begin with lane 9, as they have the farthest walk to get to their lane.
- The lane marshal on the girl's side must also get the parent traffic out of the way, so that kids can pass.

#### GETTING THE PARENT TRAFFIC OUT OF THE WAY

- As the kids start coming down the stairs, designate a team to block off parent traffic. Almost everyone was happy to wait while the girls were passing through.

#### DEALING WITH THE IM SWIMMERS

- Since IM swimmers need to start on the blocks side of the pool, the girls will need help getting through the crowd to the block side of the pool. You need a group to help break a path so the girls can get through to other end of the pool. Once the IM is over your job is through!

#### **Announcers - Experience Required**

- Morning announcers are to report to the meet director/head referee at the shallow end of the pool by 7:15AM. Afternoon announcers are to report to the meet director/head referee at the shallow end of the pool by 1:15PM.
- **Morning shift Announcers are on hand at 7:30AM** at the deep end of the pool. **Afternoon Announcers are in position by 1:30PM** to direct arriving parents and children to volunteer meetings and warm-up lanes and to remind parents that information is posted at the field entrance and in programs. Announcers identify each event as requested by Meet Directors.
- The announcers will be positioned mid-pool on the BLEACHER SIDE of the pool so they can have the best view of what's happening in the pool. Announcers will announce swimmers in each heat after the start of the heat.



- Swimmer announcements must be sharp, and brief, to avoid delaying the meet IE: “lane 4, John Doe” “lane 5, Mike Smith” Do not squeeze in team names and other extraneous information.

### **Timing (Head Timers and Lane Timers)**

- **Morning Head Timers** are to meet with the Timer Director at 7:30AM at the deep end of the pool. **PM Head Timers** are to meet with the Timer Director at 1:30PM at the deep end of the pool.
- Head Timers will work with the Meet Director to hand out equipment to the timers and during the meet start backup hand timers to be used when needed.
- **Morning Timers** are to report to the head timer at the deep end of the pool by 7:40AM - this is for both the first and second shift timers.
- **Afternoon timers** are to report to the head timer by 1:40PM - this is for both the first and second shift timers.
- 2nd shift morning and afternoon should report to their lanes as soon as Backstroke ends.
- Timers are expected to actively stand and watch the swimmers finish to accurately capture the swimmers finish. One timer will use a hand timer at the start and end of the race and other will record the hand time on to the heat sheet provided.

### **Ribbon Workers**

- Please report to the Ribbons desk at the appropriate end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for coordinating and issuing ribbons to each event and provide them in an orderly fashion to the participating team.

### **Desk Runners**

- Please report to the computer desk at the appropriate end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for picking up heat sheets from the timer and giving them ones for upcoming races. Also posting results when available.

### **DQ Runners for Judges**

- Please report to the head referee the appropriate end of the pool 5 - 10 min prior to the start of your shift.
- You will be responsible for picking up the DQ slips from the S&T judges and getting them to the referees.

### **Drink and Snack Runner**

- Please report to the snack bar host coordinator 5-10 minutes prior to the start of your shift.
- You will work with the snack bar team to get food and drinks to the officials during the meet as needed.

### **Gatekeeper**

- Please check in with your team volunteer coordinator and report at the assigned time and the morning/afternoon First shift - report to the information desk at 7:20AM/1:20PM to get an Orange vest - 2nd shift please find 1st shift volunteer and take over.
- You are responsible for keeping parents from behind the blocks - making sure only swimmers and coaches enter the area.

### **Set up meet - FRIDAY**

- Check in with Meet Director on Friday at 10:00AM. This year we are asking all volunteers from all teams to work together to set up the main pool area and then help each other to set up team tents. We feel this is a more efficient process than having two groups working at the same time but not working together.

### **Take down meet**

- Teams can begin by taking down their own team tents as the meet is winding down. There are 30 volunteers assigned to this role. Please have all your take down crew show up so we can make the process quick and efficient.

### **Red Green Paddle Workers**

- Morning paddle workers report to the meet director/head referee at the shallow end of the pool by 7:30AM - this is for both the first and second shift volunteers.
- Afternoon paddle workers report to the meet director/head referee at the shallow end of the pool by 1:30PM - this is for both the first and second shift volunteers.
- You are responsible for communicating with the starter and announcer when the current heat ends and when the next heat may begin.

### **Computer Desk Workers**

- Morning - Please be at the appropriate desk by 7:30AM
- Afternoon - Please be at the appropriate desk by 1:30PM