

ST. TAMMANY SWIM LEAGUE



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INTRODUCTION TO VOLUNTEERING

INTRODUCTION

St. Tammany Swim League (STSL) would like to see each parent become a willing participant in encouraging their child in their efforts and supporting him/her by becoming involved.

This booklet was designed to give those parents a few options available to anyone who has the time and desire to become a volunteer.

Please consider supporting the STSL athletes that are working to fulfill their dreams - whether their dreams are to finish their first race or become an Olympic Gold Medal winner.



TABLE OF CONTENTS

PARENTS' INTRODUCTION TO OFFICIATING	2
MEET ORGANIZATION	3
CLERK OF COURSE	4
STARTER	5
TIMER	6
STROKE & TURN JUDGE	7
RUNNER	8
COMPUTER OPERATOR	9
MEET MARSHAL	10
REFEREE	11
CONTACTS	12
NOTES	13

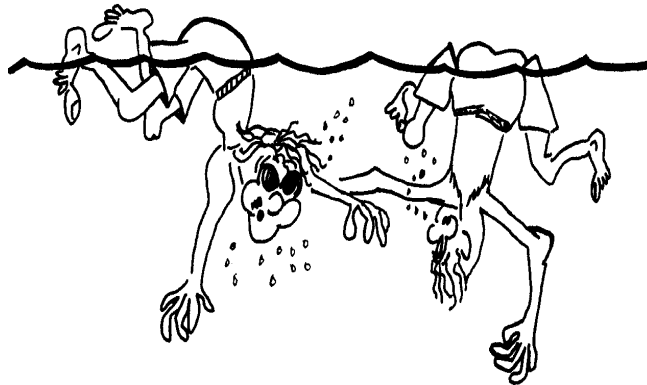
PARENT'S INTRODUCTION TO OFFICIATING

Competitive swimming relies heavily on parental involvement at every level to create a better swimming program and to provide a positive experience for our athletes.

As a parent of an active STSL swimmer you have an excellent opportunity to contribute to the success of our program by becoming involved with your child and their sport. One very effective way you can help make this a successful swim league is by volunteering.

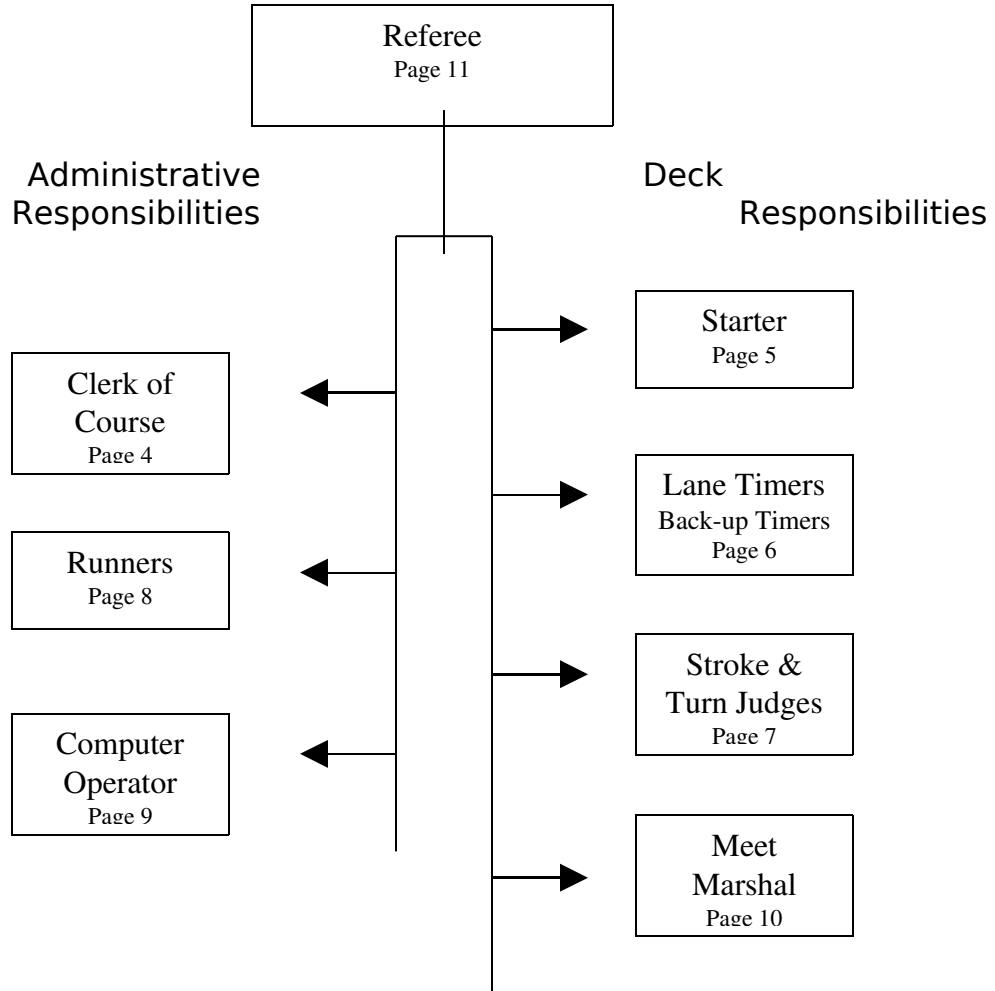
Since it takes about 20-30 volunteers to run a dual meet and over 100 volunteers to run a championship meet, it is expected that all families be involved in assisting with dual meets as well as championship meets.

There are several ways you can become involved. This booklet has outlined various areas of volunteer positions along with brief descriptions to help you decide which area your time and talents would be most beneficial.



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SWIM MEET ORGANIZATION



CLERK OF COURSE



**Like to meet people?
Here's where you need to be!**

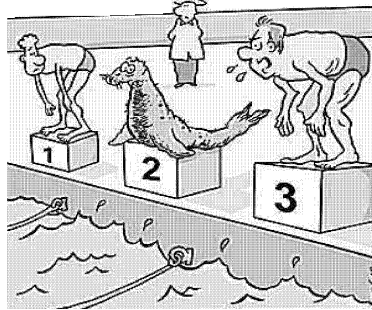
You have plenty of opportunity to meet swimmers, coaches and parents.

The **CLERK OF COURSE** is responsible for the paperwork prior to the swimmer's event.

Assignment notice: Cards are handed out to the swimmers with their HEAT and LANE assignment, so the swimmer knows what lane and what time to swim their race.

No-shows: When the **CLERK OF COURSE** is notified of a no-show, he/she will pull the swimmer's card, write 'no-show' across the front, and send the card to the Starter. The **CLERK OF COURSE** will scratch that swimmer from the heat sheet.

STARTER



STARTERS are responsible for announcing scratch deadlines and checking all starting equipment, to make sure it is in proper working order, prior to the start of the meet.

The **STARTER** also calls, prior to each heat, for the swimmers of that heat to report to the starting block.

When the swimmers are in position and the Referee has notified the starter that all Officials are in position, the **STARTER** announces the event being swum and directs the swimmers to 'take their marks' ensuring that no swimmer is in motion prior to the starting signal. The **STARTER** signals the swimmers to race.

The **STARTER** works closely with the Referee and Meet Director to make sure each swim meet is run as smoothly as possible.

LANE TIMERS and BACK-UP TIMERS



Being a **LANE TIMER** is a great place for most parents to start as volunteers. As a **LANE TIMER** you are responsible for starting your watch at the starter's signal and stopping your watch when any part of the swimmer's body touches the wall.

BE SURE TO ASK THE SWIMMER HIS/HER NAME TO ENSURE THEIR NAME MATCHES YOUR CARD.

The watch time is recorded on the swimmer's card and placed in a general area visible and accessible to the runner.

The **BACK-UP TIMER** makes sure all lanes have two timers and a card for each swimmer. The **BACK-UP TIMER** starts his/her watch on every race in case a timer's watch fails.

STROKE JUDGE & TURN JUDGE



The positions of **STROKE JUDGE** and **TURN JUDGE** may be combined into one position called **STROKE & TURN JUDGE**.

The **STROKE JUDGES** walk along the side of the pool observing the swimmers. The swimmers are observed from the time they 'take their mark' to the completion of the heat.

The **STROKE JUDGES** record False Starts and Stroke Infractions. The **TURN JUDGES** observe the swimmers from the end of the lane(s) to record any turn or finish that does not meet the rules applicable to that stroke.

Each team has a responsibility to provide STROKE & TURN JUDGES for every swim meet.

The St. Tammany Swim League conducts one or more clinics each summer to certify any volunteers that wish to become a **STROKE & TURN JUDGE**. Please consider attending one of the clinics. You do not have to officiate at every meet and you get to see the meet from a better view than the spectator's area.

RUNNERS



Prior to each heat, the **RUNNERS** are responsible for getting the cards from the swimmers. The cards are then delivered to the Lane Timers.

After each heat, the **RUNNERS** are responsible for getting the swimmer cards from the Lane Timers and the Disqualification Slips from the Recorder. The cards are then delivered to the Computer Operator.

The **RUNNERS** are also responsible for making sure all Officials/Volunteers have water.

If an Official/Volunteer needs to be relieved from their post, the **RUNNER** is to notify the Referee/Meet Marshal to send a replacement.

COMPUTER OPERATOR



**If you like to work with electronic equipment,
this may be your niche.**

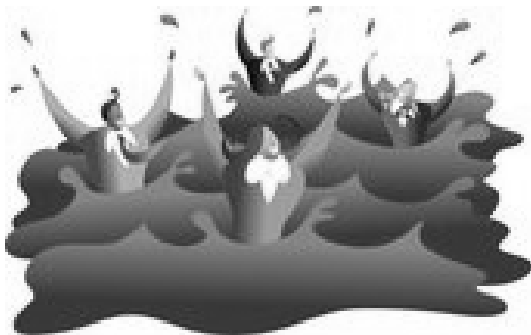
The **COMPUTER OPERATOR** will attend the coaches' scratch meeting. The coaches report a swimmer's intent not to swim an event previously entered.

The **COMPUTER OPERATOR** will notify the Clerk of Course of No-shows and Scratches and will enter that information into the computer.

The **COMPUTER OPERATOR** is responsible for entering the final results of the time swum (from the timers' cards) and DQ's from the Stroke Judges.

A print out of the final results is printed after each event and posted in a general area.

MEET MARSHALL



No parents in the pool!



SAFETY:

IS IMPORTANT AT ST. TAMMANY SWIM LEAGUE SWIMMING MEETS

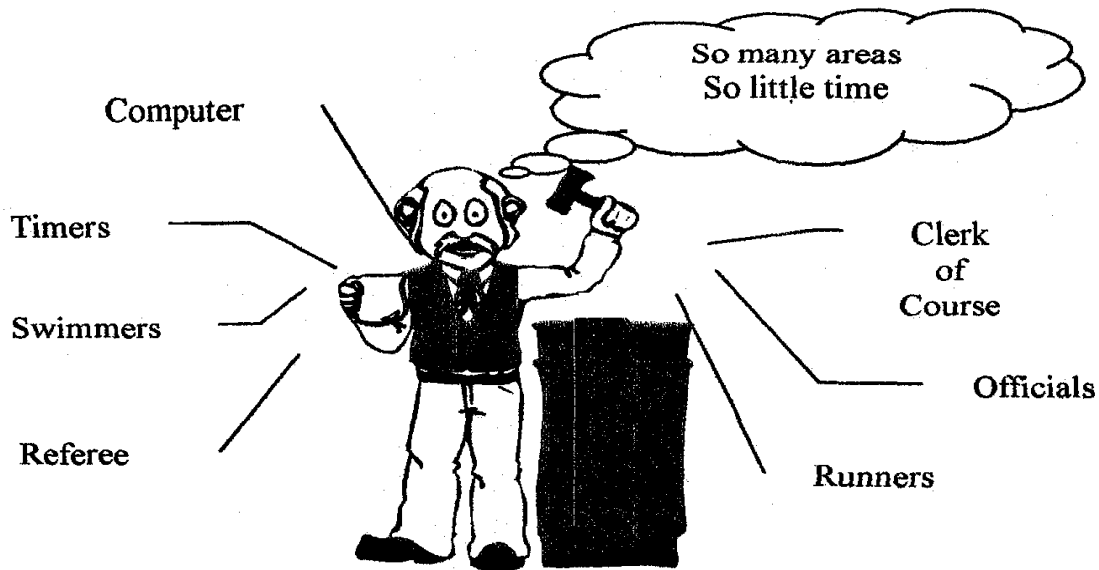
The **MEET MARSHAL** is responsible for SAFETY ENFORCEMENT. This is the most important task of any swim meet.

This includes monitoring swimmers and guest behavior in and out of the pool and maintaining order during the meet.

Any team whose representative, coach, swimmer, or guest that behave in an un-sportsmanlike manner shall be warned by the Meet Marshal, Referee or Meet Director. Individuals persisting in un-sportsmanlike conduct will be instructed to leave the facility.

REFEREE

Do you enjoy a challenge?
Are you a real people person?
Are you good at problem solving?



This is the job for you.

The **REFEREE** has overall authority of any meet. The **REFEREE** reviews and resolves disputes over conduct or disqualifications. The **REFEREE** ensures all officials are in place and ready prior to the start of the heats.

The **REFEREE** is knowledgeable in all aspects of a swim meet. If you are familiar with the duties of stroke and turn judges, clerk of course, timing, computer operation, scoring and the rules that pertain to providing fair and equitable competition for all swimmers; you qualify to assume the duties of the **REFEREE**.

NOW IS THE TIME TO GET INVOLVED. If you have further questions or wish to take the first step to becoming involved, contact one of your team committee members today. They can get you started and help you become a meet official.

Team Name

Contact Name	Phone#
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Contact Name	Phone#
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Contact Name	Phone#
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Contact Name	Phone#
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