



Volunteer Descriptions for Home Swim Meets

Volunteer Opportunities

- Meet Setup
- Referee
- Starter
- Stroke/Turn Officials
- Administration Official(AO)
- Head Timer
- Timer
- Runner
- Timing Equipment Operator
- Announcer
- Meet Marshall
- Clerk of Course
- Photographer
- Meet Tear Down
- Concessions
- Hospitality
- Check In

Meet Setup

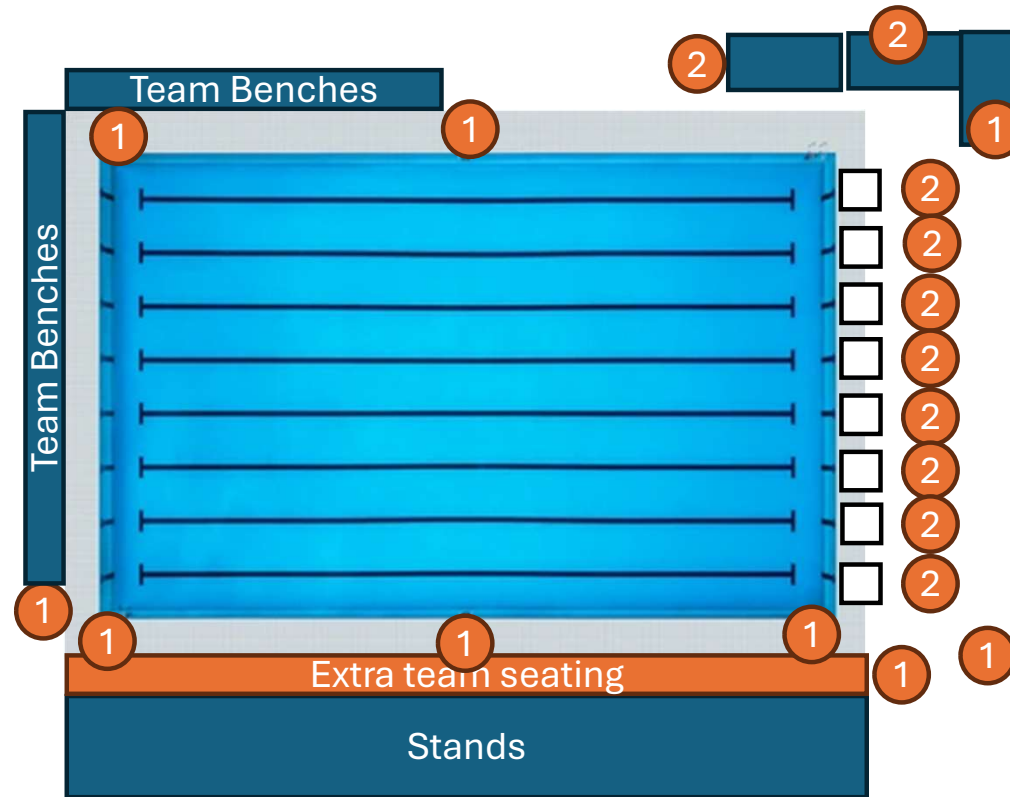
- Sets up the pool area for the swim meet. Some items can be completed the day/night before but the rest of the items would need to be completed prior to the start of the meet.
- Place deck chairs, announcers table, timing system(touch pads, buttons, cables, starter box), back stroke flags, sign placement. Concessions area, hospitality area, stantions, rugs, walkie talkies.



Meet setup (Details)

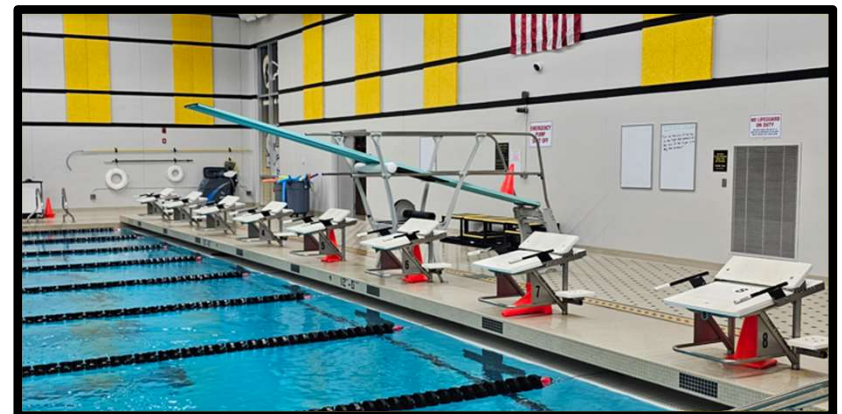
- Chair Layout

- Chairs are located in SE storage room. Additional chairs to the south of the wrestling room. **Do not bring carts into pool area.**
- 2 at announcers table.
- 2 behind each block.
- 2 head timer chairs - one at lane 1 and one at lane 8.
- 7 officials chairs – 2 north side of officials table, 2 on east side of pool and 3 on west side of pool.
- 1 at the entrance of the pool (Marshall).
- 1 at the SW corner of the pool (Marshall).
- Dependent on the number of teams there can be 2 rows of chairs lined up in front of the stands on the pool deck. Check with coach/meet director if this is needed and additional chairs will need to be located.



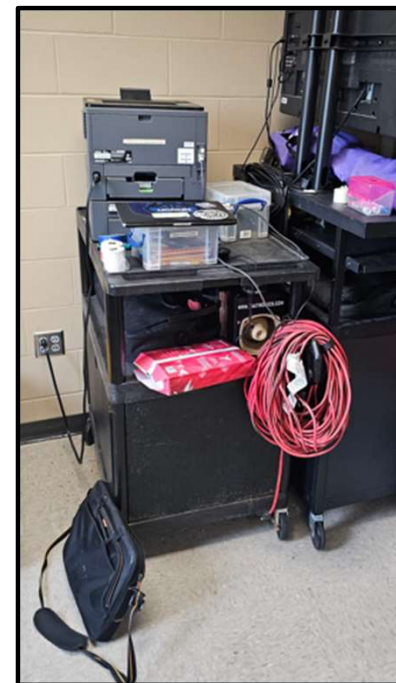
Meet setup (Details)

- Announcers Table
 - Table is in the storage room on the southeast end of the pool and should be set up next to the Officials table.
 - 1 Microphone is in sound system cabinet
 - 8 Timer clip boards with 2 stop watches attached and 1 working pencil/pen.
- Diving Board
 - Use PVC Pipe to raise diving board.



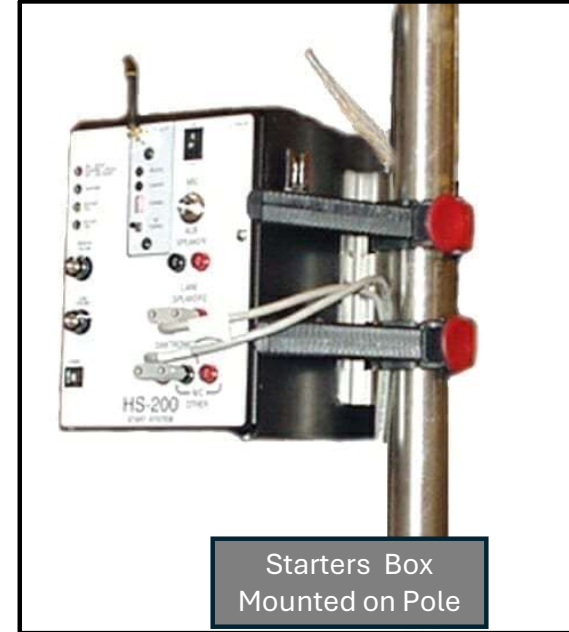
Meet Setup (Details)

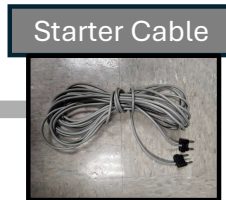
- Timing System (Main wire harnesses, touch pads and buttons)
 - Pads, Buttons and Cables are all on cart in south storage closet.
Do not take cart out on the pool deck tile!
- Timing system (Daktronics board and computer)
 - All wires and other components are located on the black cart with the printer in the swim office or on the cart with the pads.
- Printer Cart
 - Printer cart is to be brought over to the south side of the officials table. Doors of cart must be accessible to the south.



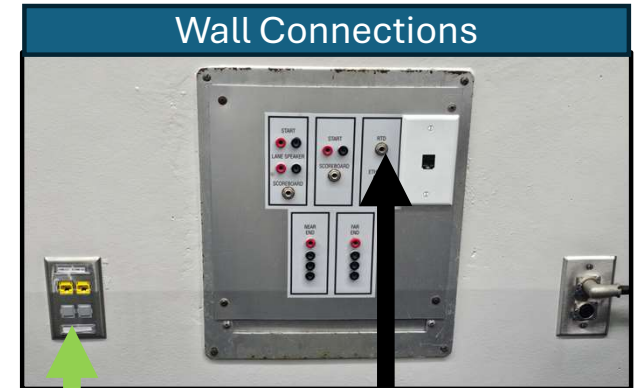
Meet Setup (Details)

- Starters Box
 - Box must be plugged in to charge the day prior to the meet.
 - The starters box will be attached to the back stroke flag pole nearest the officials table with the straps on the box.
 - Speaker needs to be faced towards blocks.
 - Ensure all wires from officials table going to the starters box are covered with wire guard (located on touch pad cart in south closet).





To AO
Computer



Results and
RTD Cable



Route through hole in
admin table and to starter
pole and to lane 1 block

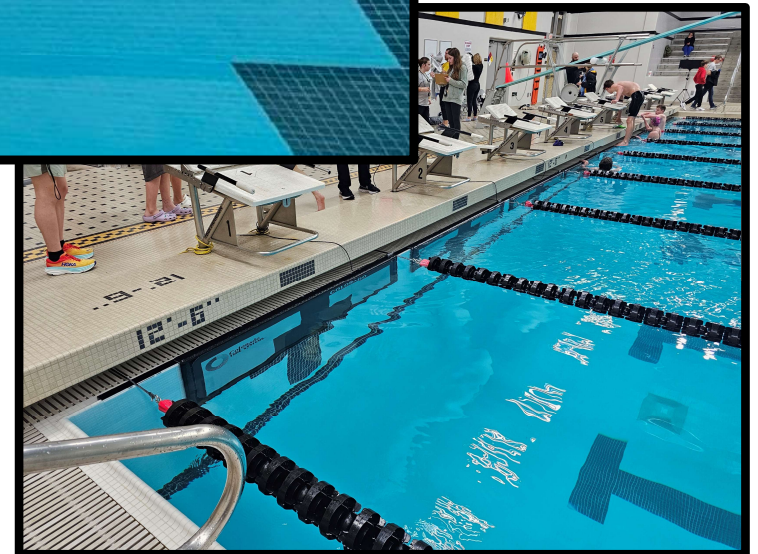
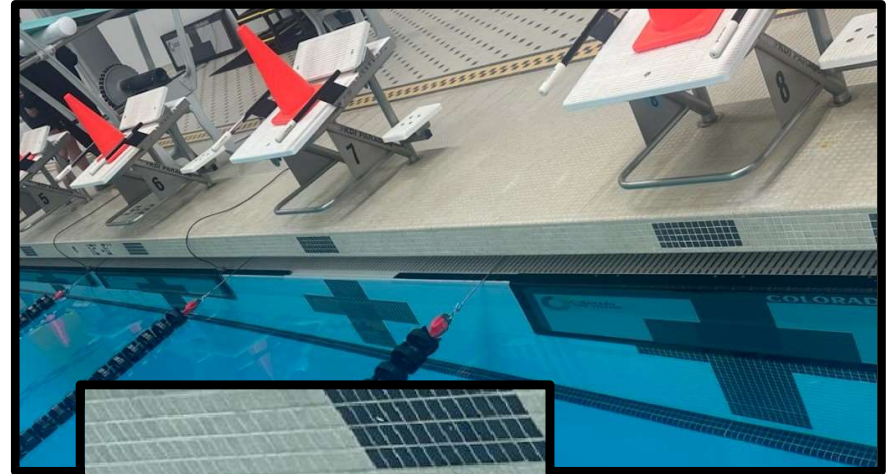
Officials Table Setup



Officials Table Setup

Meet Setup (Details)

- Touch Pad Install
 - Place Velcro strips on lip of pool gutter splitting each lane(daisy chain). Lanes 1 and 8 get one each nearest the pool side wall.
 - Pick up touch pad with 2 people and lower in front of the block.
 - Ensure the pad is against the wall and the cross on the front of the pad lines up with the cross on the pool wall and press touch pad down on top of the 2 Velcro strips between the two lanes.
 - Route wire back underneath the block, around the leg of block and to lane block connection. Some pads need to be plugged in a certain way (notes next page).



Pool Deck Wires, Touch Pad and Push Button Setup



The banana plugs from the touch pads/buttons do need to be connected correctly. The side that has the GND tab and BLK- label should be connected to the black port on the touch pad cable box.



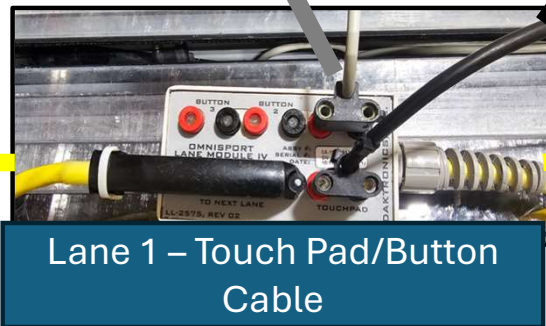
Push Button Cable



Touch Pad with Cable

From Daktronics to lane 1 block

To additional Touch Pad/Button Cables



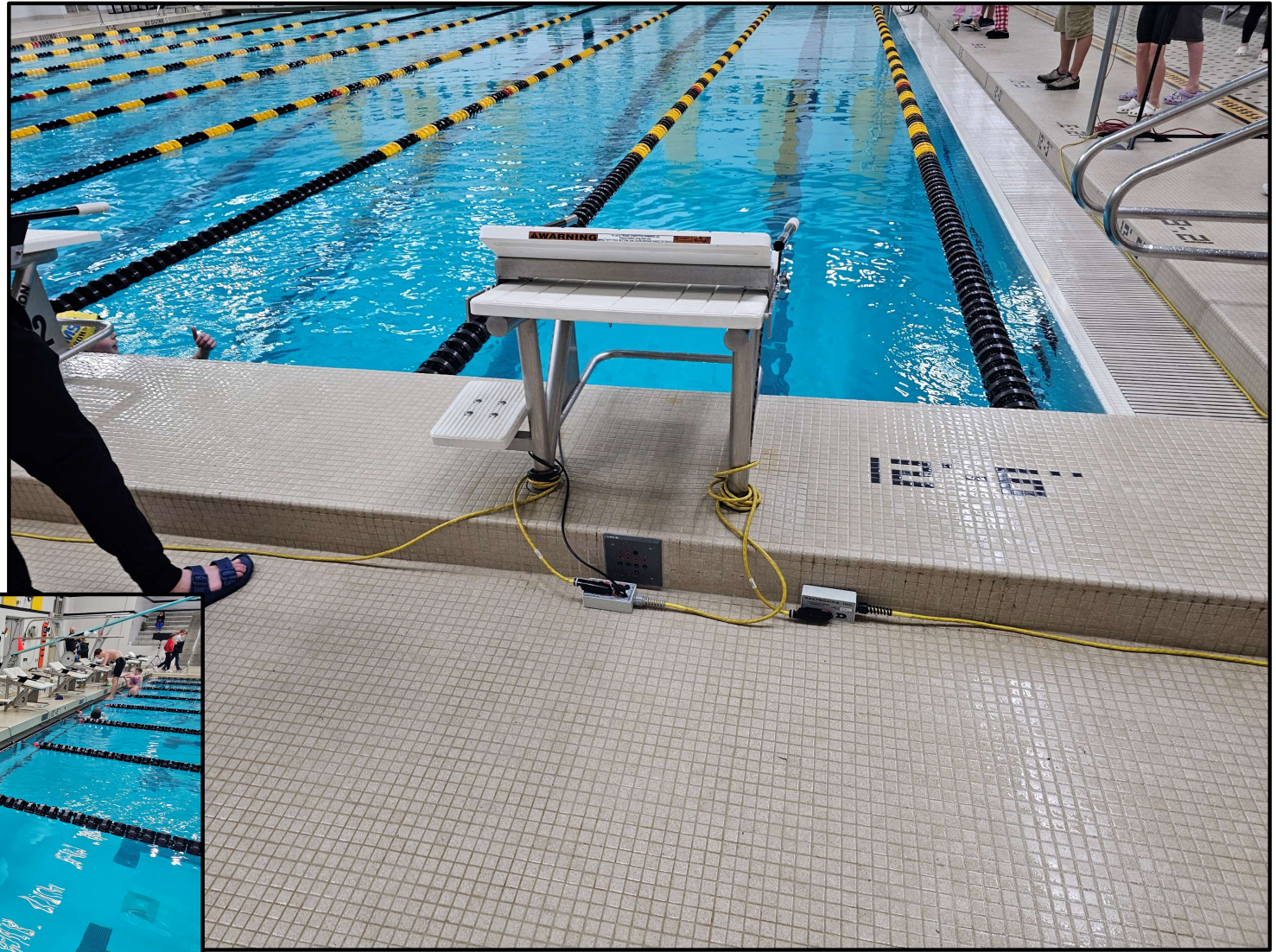
Lane 1 – Touch Pad/Button Cable



Touch Pad/Button Extension Cable from Daktronics

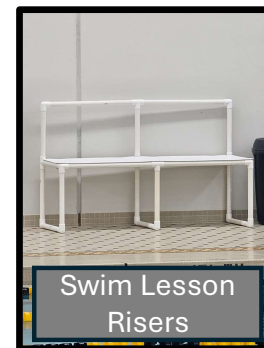
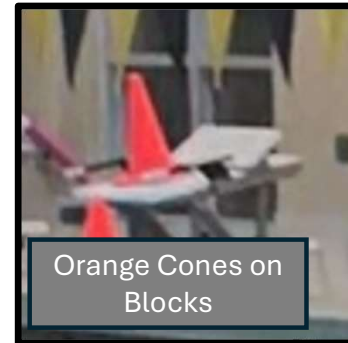
**Do not remove any cables by the wire
always remove by pulling on the plug!**

Pool Deck Wires, Touch Pad and Push Button Setup



Meet Setup (Details)

- Other items
 - Orange cones on starting blocks
 - Table at entrance for volunteer sign in. The table should be outside the entrance to the pool for small meets and in the main large hallway for invites. Volunteer tags are in swim file cabinet in swim office .
 - Lap counting cards – locate on north end of pool and verify they work correctly
- Ensure items are put away that do not need to be on pool deck.
 - Deck clocks
 - Swim Lesson Risers
 - All benches are clear and swim equipment is put away



Meet Setup (Checklist)

☐ Chairs Set Out

- ☐ 2 chairs behind each block (8 total)
- ☐ 2 chairs for head timers one near lane 1 and the other near lane 8
- ☐ 1 chair by the girls locker room for meet marshal
- ☐ 1 by the SW doors for meet marshal
- ☐ 7 for officials (3 on west side of pool 4 on east side 2 near north side of officials table)
- ☐ Additional set out if needed

☐ Announcers & Timer Tables

- ☐ Table(s) dependent on meet size, 2 Chairs, Microphone, 8 Clipboards and 2 stopwatches per clipboard

☐ Diving board placed in up position

☐ Timing system

- ☐ Daktronics board setup
- ☐ Starters box
- ☐ Touch Pads
- ☐ Push buttons
- ☐ Connect Wire Harnesses

☐ Printer cart at officials table

☐ Orange cones on starting blocks

☐ Volunteer table in place with volunteer tags (location dependent on meet size)

☐ Lap cards brought out

☐ Items put away

- ☐ Deck clocks
- ☐ Swim lesson risers

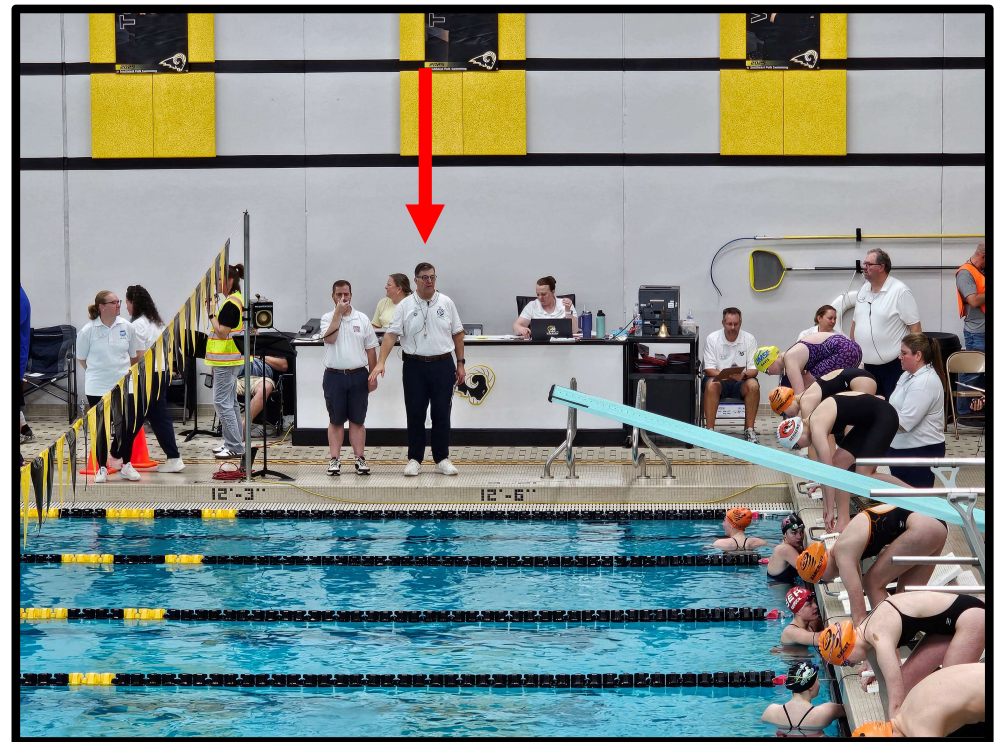
☐ All benches are clear for swim teams

☐ Larger Meets

- ☐ Stanchions (to rope off where spectators are not to go)
- ☐ Hospitality Areas
- ☐ Rug (between Aux gym and pool side door)
- ☐ Concessions Tables (Hallway near Aux gym)

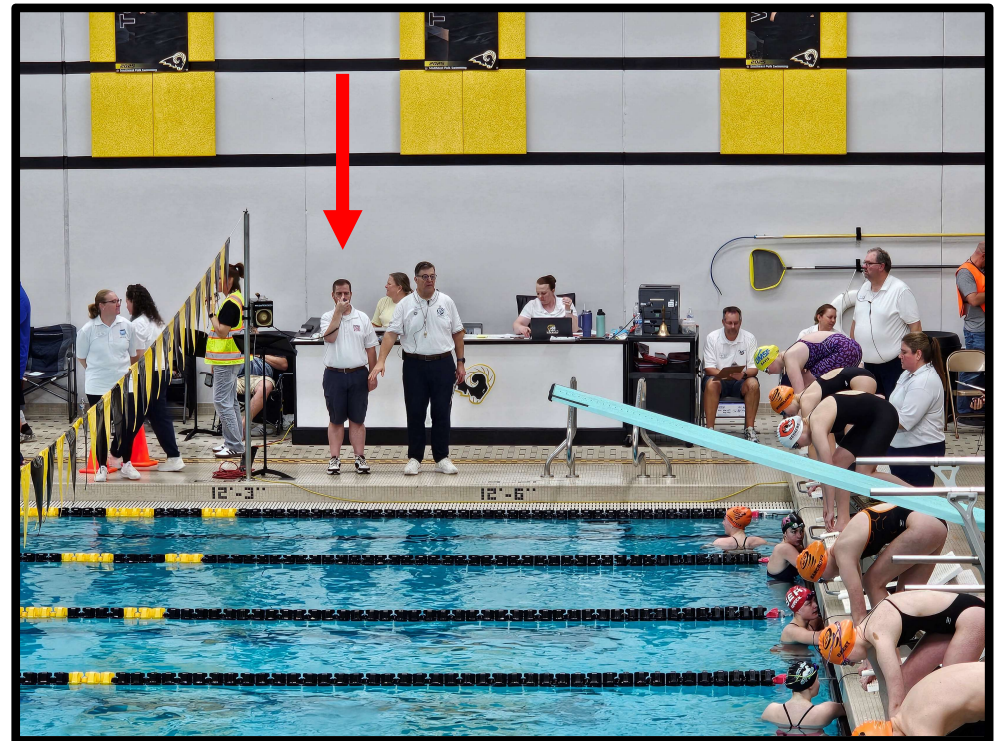
Referee

- Supervise competitions to assure that meets are run fairly, equitably and according to the rules and regulations of United States Swimming. Settle any differences and make final decisions about any disputes during a meet.
- **Mandatory USA Swimming Officials Training.**
- **Must hold S/T, SR and AO credentials prior to Referee status.**
- **Yearly Trainings and Requirements.**



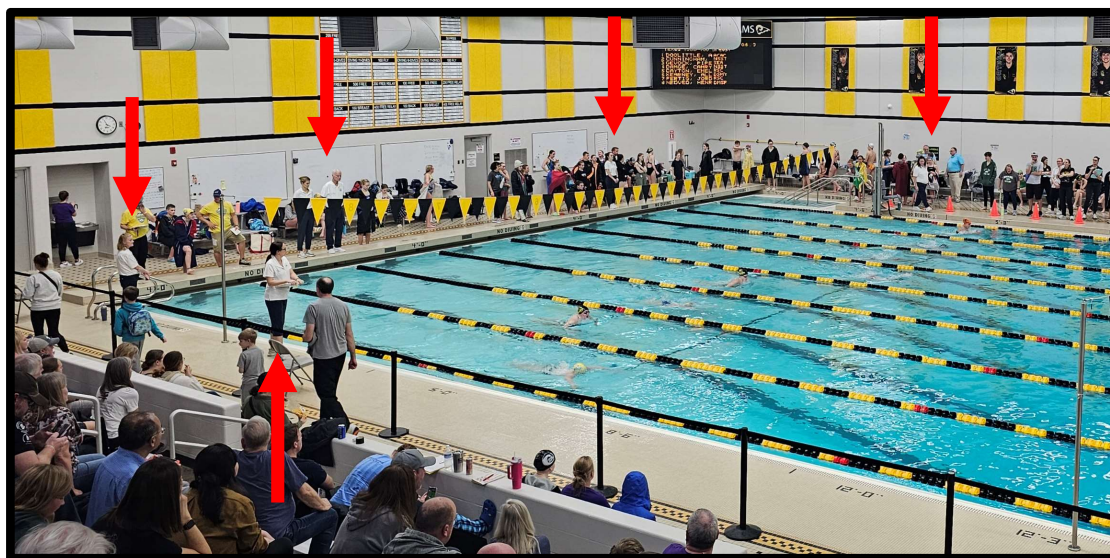
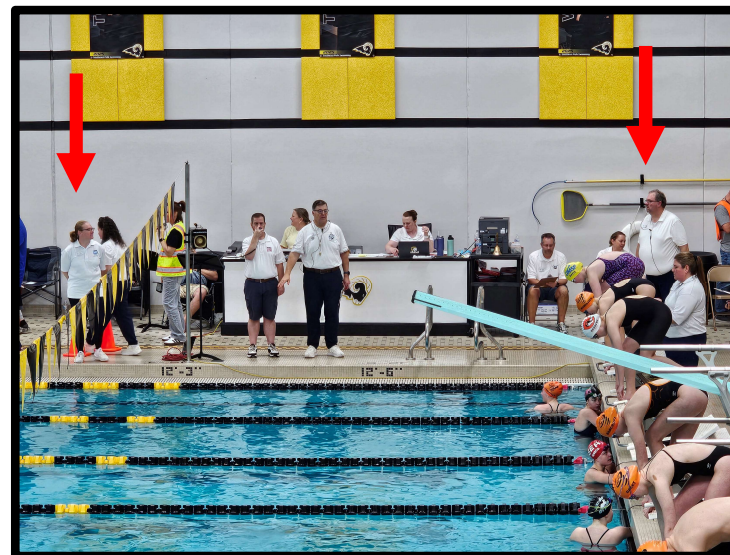
Starter

- Operate the Starting System, starts all events to assure that there are no false starts.
- **Mandatory USA Swimming Officials Training.**
- **Must hold S/T credentials prior to Starter status.**
- **Yearly Trainings and Requirements.**



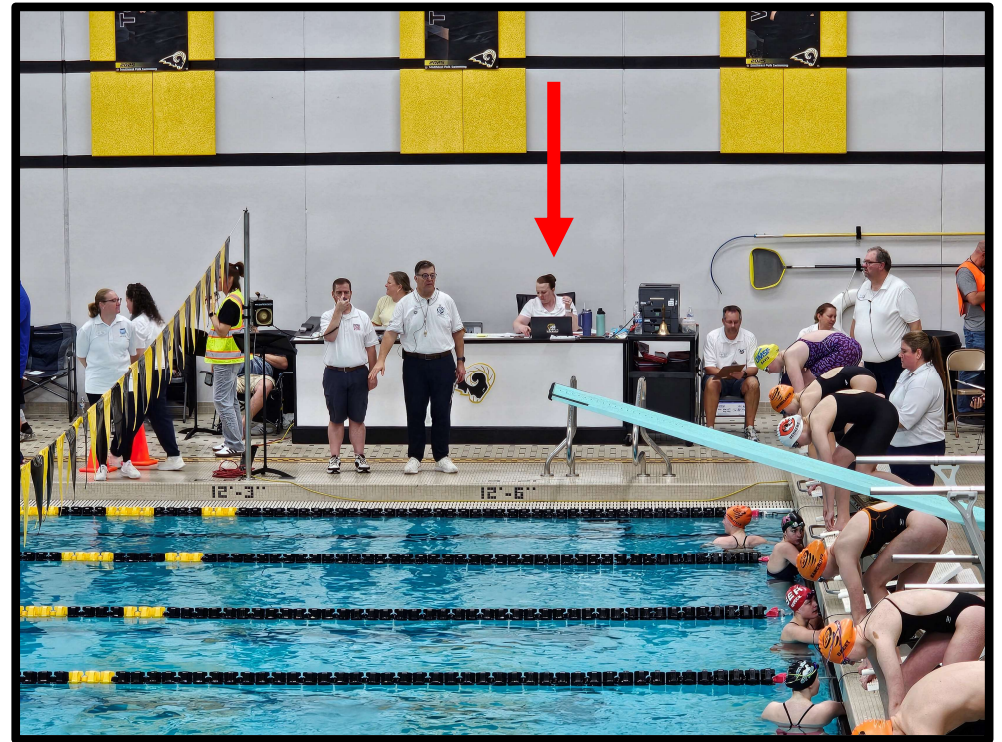
Stroke/Turn Judges

- Supervise the swimming for all individual and relay events to assure that starts, strokes, turns and finishes comply with the rules and regulations of USA Swimming. Disqualify ALL swimmers who are not in compliance. If there are sufficient experienced judges available, an attempt will be made to “shadow” new judges at their first meet to help in the training process.
- **Mandatory USA Swimming Officials Training.**
- **Yearly Trainings and Requirements.**
- **This is the first step in officiating.**

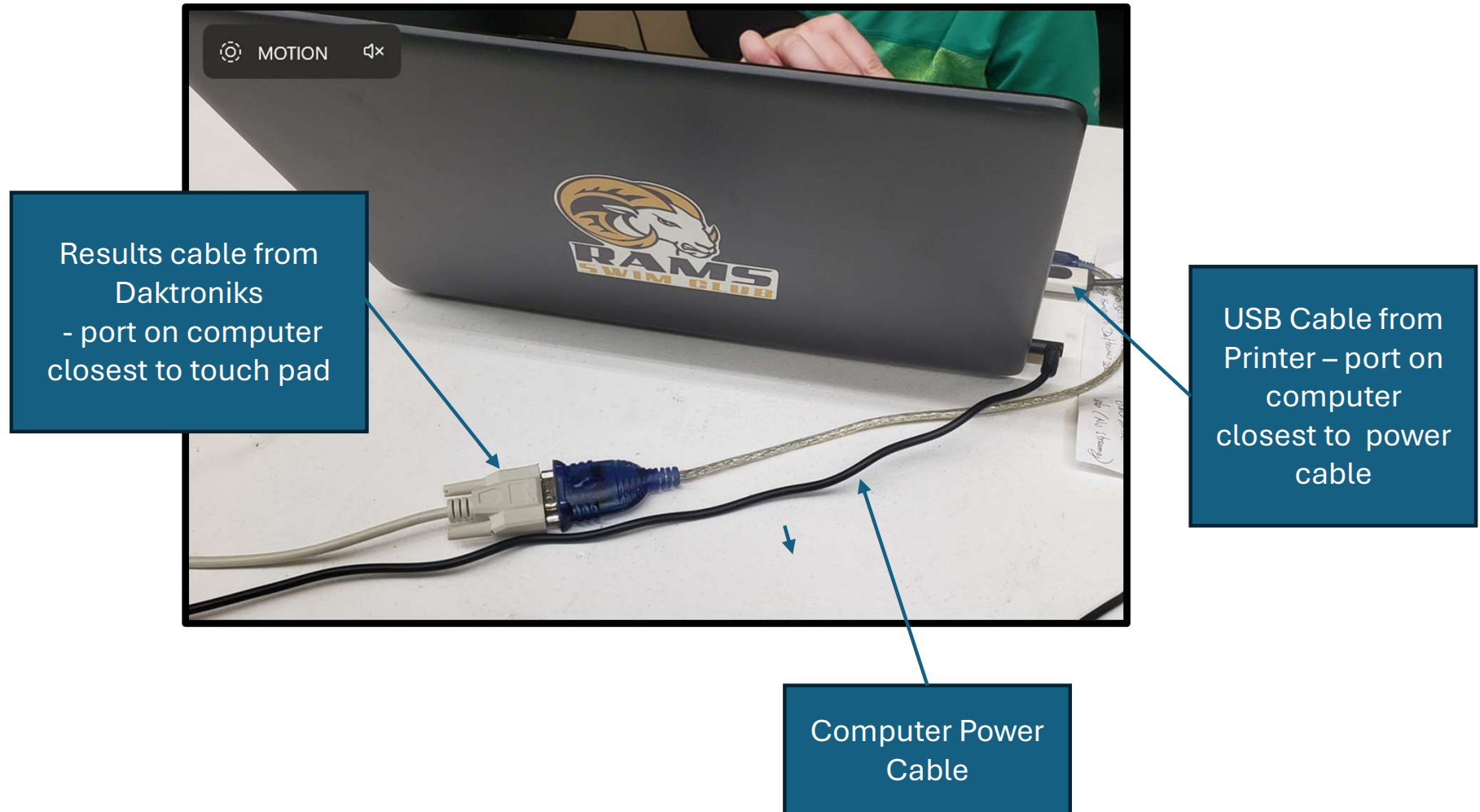


Administrative Official - AO

- Responsible for the “dry” side of the meet. Works directly with the Meet Referee and supervises/directs the following positions: Timing System Operator, Meet Management Software Operator.
- **Mandatory USA Swimming Officials Training.**
- **Yearly Trainings and Requirements.**



AO Computer Cable Setup



Timing Equipment Operation - Start Up

Daktronics Omnisport 2000e



- Start Up
 - Switch Unit On (switch on back of unit)
 - Pick Sport
 - Enter Date and Time
 - Print Timer Settings and Verify
 - [Menu] > [3] > [3] > [Enter]
 - Test System by starting 1st event with starter box

Timing Equipment Operation – Start Up

Daktronics Omnisport 2000e



- Testing buttons and pads
 - Press Menu (5)
 - Press Lane Mod (2)
 - Unit will show TP/B when clicked
 - Exit Menu
- When in this mode the Daktronics will make an audible sound when a button or pad is actuated

```
-----SWIM SETTINGS-----  
- VERSION 19.05.06 -  
  
POOL CONFIGURATIONS:  
1.Number Lanes- 8  
2.Order Lanes- NRM  
3.Pool Length- 25Y  
4.Lane Label- 1-10  
  
TIMER CONFIGURATIONS:  
1.Start Input- N.O.  
2.Touchpads- NEAR  
3.Timing Input- TPAD  
4.Flag Time- .3 SEC  
5.Arming Delay- 16  
6.Precision- 1/100  
7.Takeoff- NONE  
  
SCOREBOARD CONFIGS:  
1.Num of Lines- 6  
2.Split Hold- 11  
3.Finish Hold- 5  
4.Results by- LANE  
5.Subtractive- NO  
6.Show DQ- ONLY  
7.Show Start- NO  
  
RTD CONFIGURATIONS:  
1.Num of Lines- 10  
2.Split Hold- 10  
3.Finish Hold- 5  
4.Results by- LANE  
5.Subtractive- YES  
6.Show DQ- ONLY  
7.Show Start- NO  
8.Show Place- NO  
9.RTD Offset- OK  
  
PORT CONFIGURATIONS:  
1.Scbrd Port- M-LINE  
2.RTD Port- RTD  
3.Results- OMNI2000  
  
PRINTER CONFIGS:  
1.Printer Log- OFF  
2.Results by- LANE  
3.Print Backup- NO  
4.Splits Type- NONE  
5.Number Copies- 1  
6.Intensity- 3  
  
NIWK CONFIGS: OMNI1  
1.Enable- OFF
```

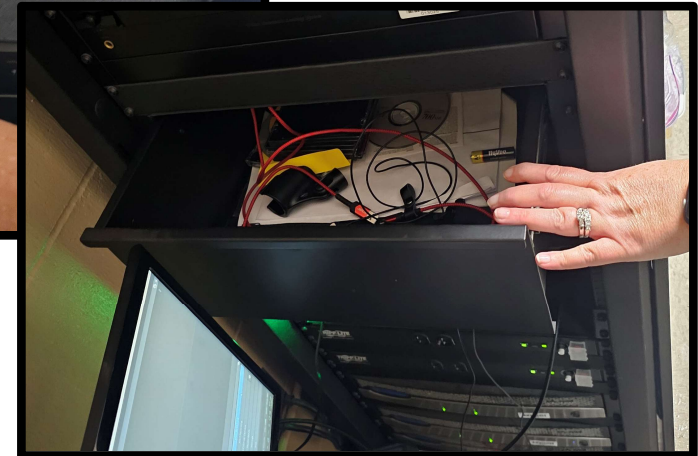
- Daktronics Omnisport 2000e configurations in case of a reset of the system

Timing Equipment Operation - Start Up

Daktronics Score Board and Pool Speakers/Microphone



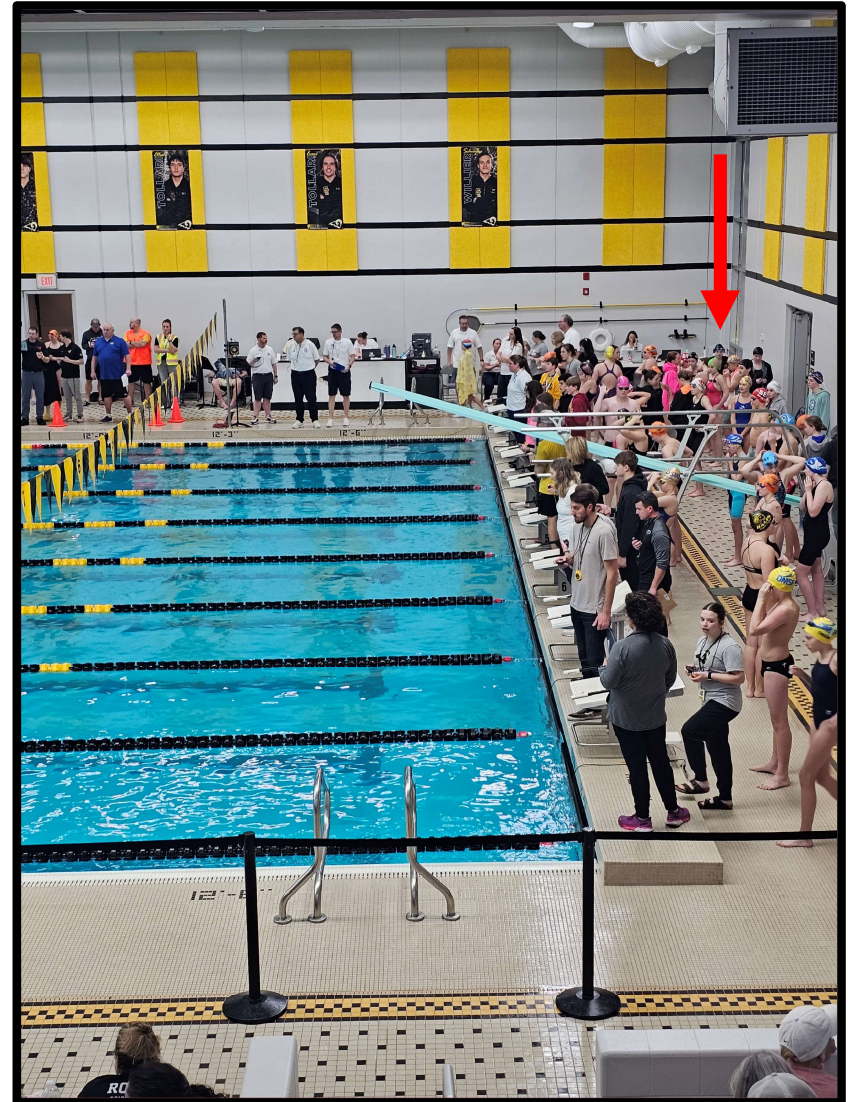
This electrical panel is in the swim office near the window to the pool and the switch shown is for the scoreboard power.



In the black audio rack in the swim office the button shown above is to turn the speakers on and the drawer shown is where the microphone should be stored.

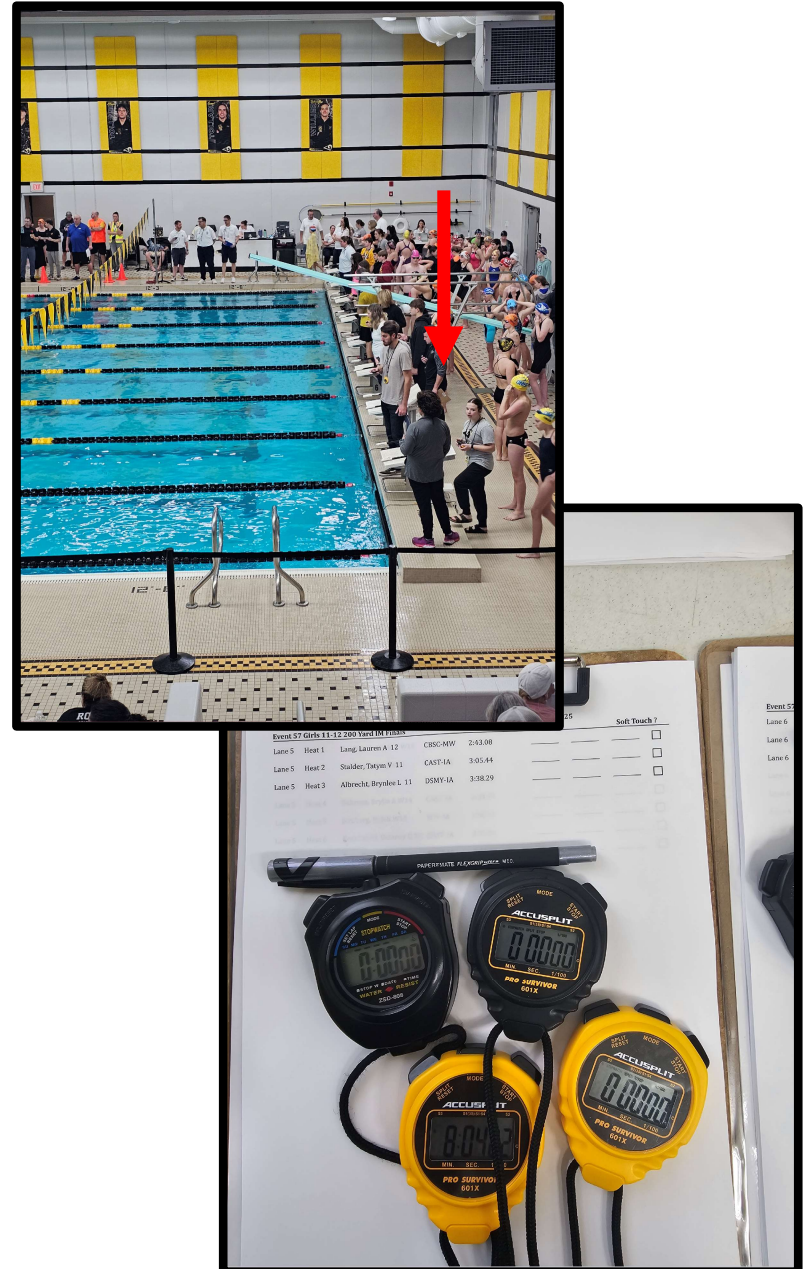
Head Timer

- Head timer is in charge of the lane timers throughout the meet and operates backup stop watches. The head timer has the authority to remove and replace any lane timer, with the approval of the referee/meet director.
- **Previous experience required for this position.**



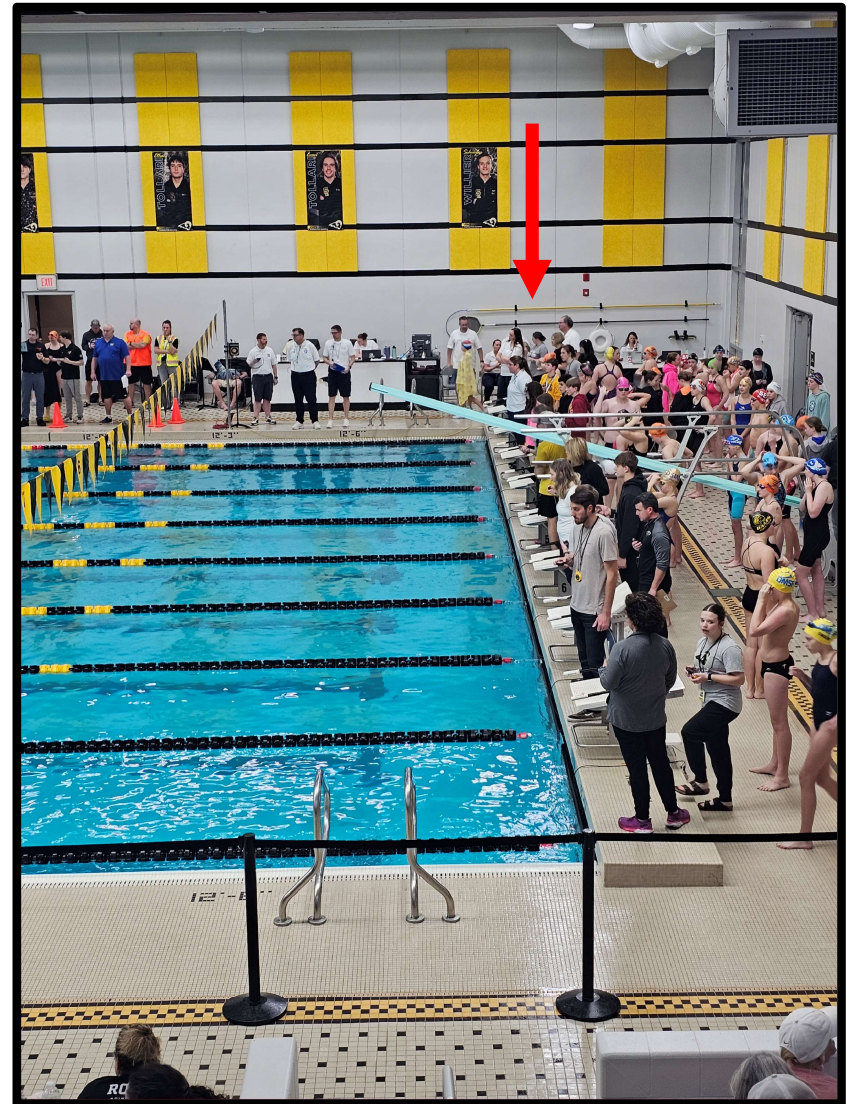
Timer (8 or 16 Slots)

- Records the swimmer's time. Each timer is provided 2 stopwatches and assigned a lane (there are two timers for each lane only for invites). Using a stopwatch and a "button", time the swimmer in your lane, record the time on the time card/sheet and hand it to the runner for collection after each event.
- **Times are needed from each timers watch and must be legible. Include all numbers from stopwatch (ie. 1:02.05 or 0:23.62).**



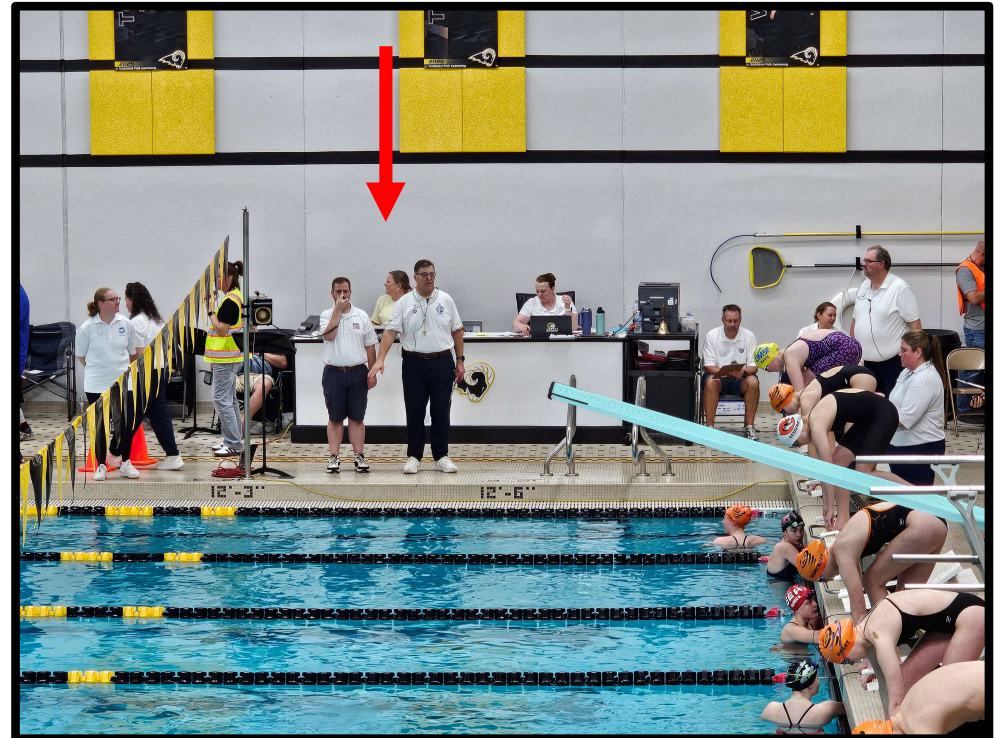
Runner

- Collect heat time sheets from timers after each event and deliver to AO (unless timer sheets say otherwise).
- Possibly gather DQ sheets from Stroke/Turn Officials and bring to Meet Referee.



Timing Equipment Operator

- Runs Daktronics equipment by pressing set sequence of button pushes to advance time recording for each heat/event.
- Works closely with Starter and AO to ensure meet is run smoothly.



Timing Equipment Operation – During Meet

Daktronics Omnisport 2000e



- Swim Meet Operation
 1. Store Print
 2. Reset (red button)
 3. Enter (on number pad)
 4. Advance Event
 1. Heat +1 (if multiple heats for 1 event)
 2. Next Event (if new event)

Meet Marshals – at least 1 male and 1 female

Meet Marshal Description

- Enforce warm-up procedures and maintain order in the swimming venue.
- Have full authority to warn or order to cease and desist and with the concurrence of the referee/meet director, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane language, or whose actions are disrupting the orderly conduct of the meet.
- Meet marshals shall wear bright colored vest.

Meet Marshals Responsibilities

- Observe the deck and around the starting blocks (or the areas assigned too ie Aux Gym)
- Keep clear the areas where the swimmers need to walk.
- Keep “non-swimming” swimmers and parents out of the timers view line especially for starts and finishes.
- Is the deck safe? No horseplay, sitting on the spectator wall or jumping over the wall.
- **No spectators are allowed in locker rooms!**

Clerk of Course

- Organize swimmers into heats and lanes based on heat sheets. Sends swimmers to the blocks.
- This position may or may not be used.

Announcer

- Works closely with the starter to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers.
- Follow script that is provided by Meet Director.

Photographer

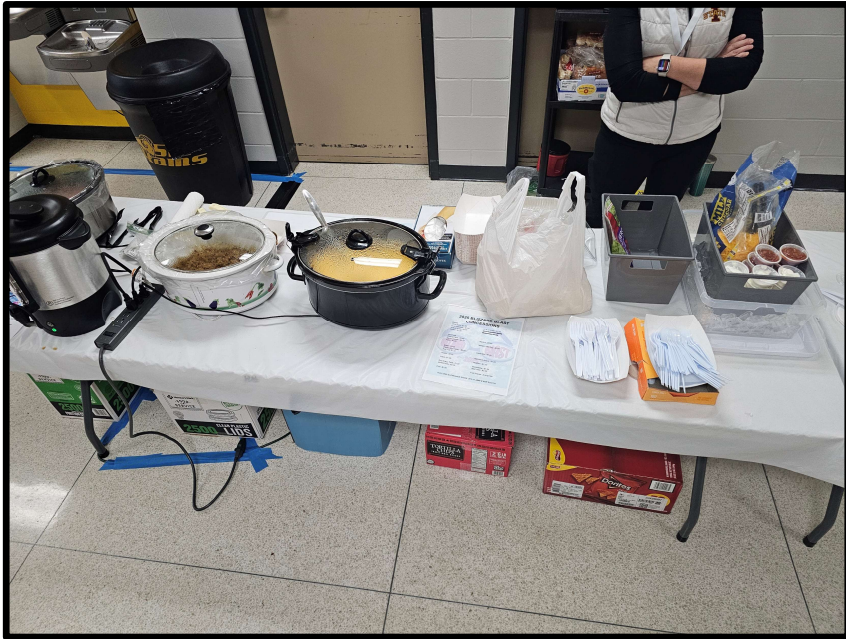
- Must obtain referee approval prior to being on deck.
- Must hold USA Swimming non-athlete credentials.
- Pictures to be placed on shared website for viewing.

Concessions

- Larger invites may have concessions.
- This job would be to manage the concessions stand for allotted time slot.
- Typical setup for larger meet shown.
- Smaller meets typically do not have concessions.



Concessions



Meet Tear Down

- Help tear down and put away items related to the swim meet
- Tears down/puts away the items in the pool area related to the swim meet. Items can be put away at the completion of the swim meet. Other areas may include concessions area and Aux gym.
- After tear down is complete pool should be ready for the next team to use.
- Put away deck chairs, announcers/timers table, timing system(touch pads, buttons, cables, starter box), back stroke flags, sponsor signs taken down.



Meet Tear Down (Details)

- Chairs

- 20 folding chairs can be put away in south east corner storage room to the back shelves to the left. Additional chairs may need to be returned to carts that are south of the wrestling room (be careful of doors locking behind you).

Do not bring chair carts into pool area!

- Announcers Table

- Microphone is to be placed with sound system in the swim office.
- Clip boards and stop watches all need to be placed in respective bins on black printer cart.
- Table to be placed in southeast storage room. Additional tables to be placed on cart from concessions.

- Diving Board

- During girls' swim season place diving board in the down position for use. All other times of the year diving board can remain in up position.



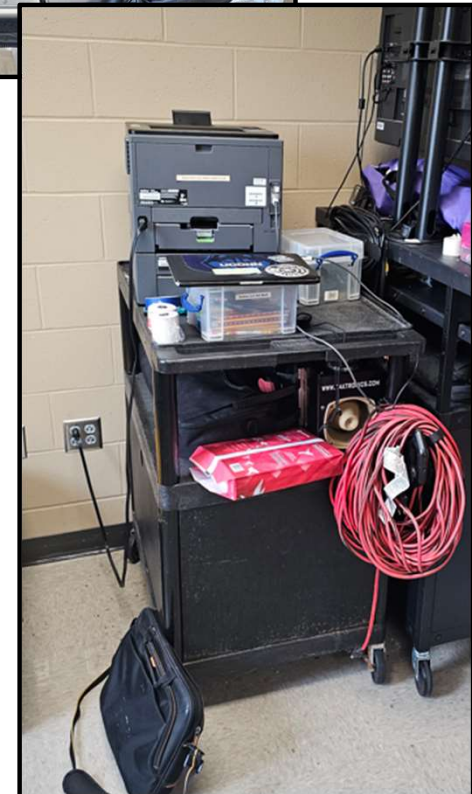
Meet Tear Down (Details)

- Timing System (Main wire harnesses, touch pads and buttons)
 - Pads, Buttons and Cables can be placed on cart in south storage closet. All wire harness boxes should be stored with boxes upside down to help drain water.
 - **Do not take cart out on the pool deck tile!**



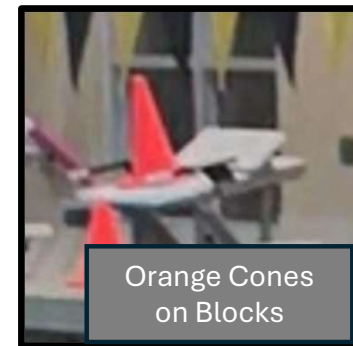
Meet Tear Down (Details)

- Timing system (Daktronics board and computer)
 - All wires and other components are to be in the Daktronics case and located on the black cart with the printer Starters Box.
- Printer Cart
 - Printer cart to be placed back in the swim office.



Meet Tear Down (Details)

- Other items
 - Orange cones go on top of the starting blocks.
 - Table at entrance for volunteer sign in stays in hallway against wall across from swim office and volunteer tags go in correct bin in swim office file cabinet.
 - Lap counting cards can stay out during boys and girls HS seasons and go back into southeast storage room out of season.
 - Deck clocks – place back in NE and NW corners of pool deck near wall outlets.
 - Swim Lessons Risers – place on north side of the Officials table.
 - Go through all team areas and the stands and clean up trash and other items. Including halls and gym if used.



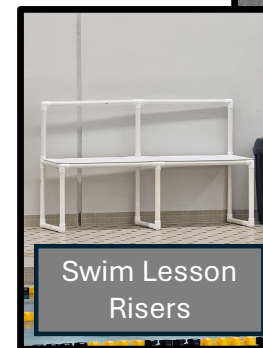
Orange Cones
on Blocks



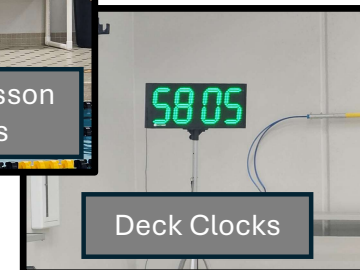
Volunteer
Table



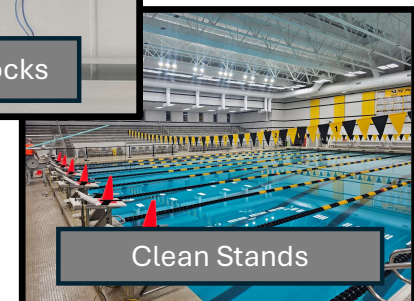
Lap Cards



Swim Lesson
Risers



Deck Clocks



Clean Stands

Meet Tear Down (Checklist)

- ☐ Folding Chairs– SE storage room
(additional returned to prospective carts)
- ☐ Announcers Table – SE storage room
(additional returned to prospective carts)
- ☐ Microphone – Sound system cabinet in swim office
- ☐ Clipboards, Stopwatches – Printer Cart
- ☐ Diving board - down position(during girls swim season)
- ☐ Timing system – Printer Cart
 - ☐ Daktronics board/cables at officials table
 - ☐ Starters box
- ☐ Touch Pad Cart (**Not to be on pool deck!**)
 - ☐ Touch Pads
 - ☐ Push buttons
 - ☐ Connecting Wire Harnesses (yellow cables). Make sure all connection boxes are placed upside down to drain water.
- ☐ Printer cart - Swim Office
- ☐ Orange cones on starting blocks
- ☐ Volunteer table – Stays in hallway
- ☐ Volunteer tags – Swim Office file cabinet 3rd drawer down
- ☐ Lap cards – Leave out in HS swim season otherwise SE storage room
- ☐ Deck clocks – North East/West corners of pool
- ☐ Swim lesson risers – North side of Officials Table
- ☐ Clean up team bench areas and spectator stands(including other areas used for meet ie gym hallways)