

Swim Meet Job Descriptions

Referee – has the final authority for all decisions and questions during the meet and oversees the work of all officials, assigning and instructing them. The referee must be thoroughly familiar with all applicable 5C League rules, as well as meet procedures and the duties of all meet officials. The Referee meets with coaches of each team prior to the meet and all officials and timers to go over meet procedures. Experience and training are needed for this position.

Clerk of Course – oversees the Clerk of Course area where swimmers report prior to their event. The Clerks of Course will check in swimmers as they report with their heat and lane assignment. The Clerks of Course will line up the swimmers in order and see that they report to their lanes in an orderly and timely fashion. The Clerk of Course works with the Announcer to call the events so that the swimmers can report to the Clerk of Course with adequate time prior to an event. The Clerk of Course determines if there is a need to combine heats and reports such to the Starter. (The majority of this job is performed standing)

- Swimmers report to the Clerk of Course with their time cards.
- Clerk of Course will direct swimmer to be seated on chairs/benches by heat and lane number. Remind swimmers that they must not leave their seats until directed to do so
- Try to keep heats lined up and ready to go throughout the meet
- Direct the front row of swimmers to the starting area as each heat is started. Younger swimmers will need to be led to the starting area by a Clerk of Course Runner
- Move swimmers forward in rows
- You may either leave empty lanes empty or adjust swimmers to heats to decrease the total number of heats
- If you make adjustments, be sure to change the heat and lane number on the time cards of all affected swimmers.
- Never let just one swimmer swim in a heat – move a swimmer up or back, or combine events, if needed.
- Also, move swimmers to lanes adjacent to other swimmers, rather than leave them alone on the outside lane.

Clerk of Course Runners – works in conjunction with the Clerk of Course to see that swimmers report to their lanes in an orderly and timely fashion. Especially needed during the 25-yard events.

Bull Pen – location where teams gather. Team representatives hand out time cards to swimmers when events are called to Clerk of Course.

Timers – are provided a stopwatch and training prior to the start of the meet. Three timers are needed for each lane, with one Timer serving as the Recorder who writes the three times down for each swimmer. Timers should be expected to get wet while working the meet and to stand for a long period of time.

- Prior to each heat, a swimmer will provide you with a time card if there is a swimmer in your lane
- Verify that the lane number on the card is the lane you are timing
- When asked by the starter before the heat, give a raised hand signal to indicate that you are ready
- Verify the swimmers name on the card when he/she steps onto the blocks
- Attempt to alert the starter if you do not have a time card or the swimmers name or lane do not match
- Start your watch when you see the strobe light
- Stop your watch when the swimmer touches your end of the pool with any part of his/her body.
- If you miss the start, signal for a back-up timer to assist your lane
- The recorder should legibly write the times from each stopwatch on the timecard

Relief Timer – is provided a stopwatch and training prior to the start of the meet. The Relief Timer will provide breaks for the Timers as needed. Timers needing a break will raise their hand and the Relief Timer will step in for them to take a quick break. It is expected that the Timer return to their position within 10 minutes. The Relief Timer will want to know all the expectations of the Timers listed above.

Announcer – works closely with the Starter and Clerk of Course to keep the meet running smoothly by calling all event check-ins to the Clerk of Course, as well as making other announcements needed.

Runners – collect the time cards from each lane, as well as DQ slips from Stroke and Turn Judges. Time cards are then delivered to the Scorer's Table.

Ribbon Writers – work at the Awards table to affix computer-generated labels onto the back of the appropriate place ribbon or medal. The Ribbon Writer then places the award in the appropriate team box. (This is a sit-down position)

Stroke and Turn Judges – determine whether the swimmers perform their strokes and turns in accordance with the prescribed rules of the 5C League. Experience and Training is preferred. Prior knowledge of the League rules is required. (Requires standing for long periods of time)

- Stroke and Turn judge sees an infraction and signals such by raising his/her arm overhead
- Write any violation on the DQ slip provided by Referee
- Notify swimmer when possible
- When writing violation on DQ slip, be sure to circle the infraction or write in detail what infraction occurred, then initial the DQ slip. Failure to do so may be grounds for reversal.

Starter – has complete control over the swimmers prior to the start of the race. The starter calls the swimmers to their starting positions, starts the race and indicates in conjunction with the Referee (if available), if any false starts have occurred. Experience and training, preferred.

Computer Operator/Scorer – is trained in the Meet Manager software used to manage 5C League meets and operates the program during the meet to scratch swimmers, enter the times into the computer, print results and ribbon labels and other functions as necessary. At the conclusion of the meet, the computer operator produces disks for the home and visiting teams (disk provided by team) and printed copies of the meet results.

Scorer's Table – works with the Computer Operator/Scorer. As time cards are received, a Scorer circles the median time, puts them in lane order, staples DQ slips to the appropriate time sheet and marks the sheet as DQ. Any questions regarding DQ slips (missing lane or heat information, not signed by the S&T Judge, etc) or missing time cards should be addressed with the Referee. The cards are then given to the Computer Operator/Scorer for entry.