

Rose Bowl Aquatics Team Support Job Descriptions

The following rules apply to all Team Support roles.

- Report directly to job 5 minutes prior to the start of your shift. The Team Support Coordinator or Timing Coordinator will check you in at that time. If working first shift in a session, be prepared for an early start. If working last shift in a session, you are expected to stay until the meet finishes. Your team support hours will be updated to reflect any additional time worked.
- Please remain on job until your replacement relieves you or the Team Support Coordinator, Timing Coordinator, or Official advises you that your shift is completed.
- Inform Team Support Coordinator or Timing Coordinator if running late.
- Do not have children accompany you during the job.
- USA Swimming rules prohibit cell phone use behind the starting blocks.
- Refrain from cell phone use during shift.

Team Support Coordinator

- Review all job assignments for the meet and ensure each shift is covered. Recruit and fill positions for all open jobs and timeslots.
- Check in parents as they arrive to work their team support hours.
- Direct those that have signed up for Team Support Jobs to their designated location. (Example: Lane Timers to their chairs, where to set up hospitality, etc.)
- Direct Marshals to their specific location (warm-up/warm down pool, outside locker rooms, entrance, exit, grandstands, parking lot, etc.).
- Carry cell phone and call support team members who do not show up on time. If necessary, find replacements.
- Answer general questions.

Timing Coordinator

- Review timing assignments for the meet and ensure each lane and shift is covered. Recruit and fill timing assignments for all open timeslots.
- Confirm that timers are seated in their chairs for each timing shift.
- Designate one timer on each lane to be the Head Lane Timer.
- Carry cell phone and call timers who do not show up on time. If necessary, find replacement timers.

Head Timer

- Report directly to job 5 minutes prior to the start of your shift. The timing coordinator will check you in at that time. If working first shift in a session, be prepared for an early start. If working last shift in a session, you are expected to stay until the meet finishes. Your team support hours will be updated to reflect any additional time worked.
- On the starting signal, start 2 watches on every race. These watches will be used if a Lane Timer's watch fails, or the timer fails to start the watch.

- Observe for the Lane Timers who may need assistance. If a timer calls for a watch, please deliver the watch to the lane that needs a replacement.

Head Lane Timer

- Report directly to job 5 minutes prior to the start of your shift. The timing coordinator will check you in at that time. If working first shift in a session, be prepared for an early start. If working last shift in a session, you are expected to stay until the meet finishes. Your team support hours will be updated to reflect any additional time worked.
- Determine whether the swimmer or relay team is present and in the correct lane, heat, and event. Determine and record the absence of a swimmer or the relay team seeded in that lane.
- A person assigned as Head Lane Timer will use the “pickle” to time the swimmer.
- Assign one timer to time splits on a distance event, if requested by the officials.
- Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water and push the button on the “pickle” when any part of the swimmer’s body touches the wall.
- Record the manual watch time on the timing sheet for each race.
- Report and indicate on the timing sheet if the swimmer was delayed in touching or missed the touch pad at the finish, or if there is reason to believe the “pickle” or manual times may be inaccurate.

Lane Timer

- Report directly to job 5 minutes prior to the start of your shift. The timing coordinator will check you in at that time. If working first shift in a session, be prepared for an early start. If working last shift in a session, you are expected to stay until the meet finishes. Your team support hours will be updated to reflect any additional time worked.
- Persons assigned as Lane Timers may simultaneously operate two dissimilar devices (one watch and one “pickle”) but not two similar devices (two watches or two buttons).
- Be in position at the start to have an unobstructed view and shall start the watch at the instant of observing the visual starting signal. If the visual starting signal is not observed, the watch shall be started upon hearing the starting signal.
- Stand directly over the assigned lane at the finish to observe a touch above, at, or below the surface of the water, and stop the watch and/or push the button on the “pickle” when any part of the swimmer’s body touches the wall.
- Report the watch time to the Head Lane Timer or the designated recorder.

Marshals

- Wear identifying yellow/ lime green vest.
- Complete Marshal training on the [USA Swimming](#) web site. To receive one team support hour for the completion of the course, please let the Team Support Coordinator that you have completed the course.
- Effectively communicate/speak with parents/swimmers/spectators.
- Enforce warm-up procedures and ensure swimmers’ safety in warm-up/cool down lanes.
- Maintain order in the swimming venue.
- Secure pool deck by maintaining limited access to swimmer/admin areas.

- Reduce pedestrian bottlenecks by keeping foot traffic moving.
- Be alert, observant and assertive when appropriate, with parents/swimmers/spectators.
- Has full authority to warn or order to cease and desist, and, with the concurrence of the Referee, to remove, or have removed from the swimming venue anyone behaving in an unsafe manner or using profane or abusive language, or whose actions are disrupting the orderly conduct of the meet.
- Marshals may be designated to maintain specific locations, including but not limited to the warm-up/warm down pool, outside locker rooms, entrance, exit, grandstands, and parking lot. Be prepared to help in a different capacity.

Heat Stagers/Marshal

- Organize and confirm that swimmers are standing in correct lanes in their correct heat.
- Are comfortable and patient in a chaotic environment and can cheerfully get swimmers in order quickly to maintain pace of the meet.
- Be assertive and vocal.

Parking Staff/Marshal

- This position requires early arrival to the pool before warm-up begins.
- Reserve parking spots for officials and coaches.
- Direct traffic, and direct officials and coaches to their parking spots.

Heat Awards

- Offer a prize to each heat winner.
- Stay focused to be able to reach swimmer before they leave block area.

Meet Awards

- Organize and label medals and ribbons for distribution to team coaches.

Hospitality Lead

- For all home meets, purchase and prepare refreshment (snacks and drinks) for Officials and Coaches.
- For intrasquad meets, provide refreshments for 15 people.
 - Morning meets: Water, coffee, and a light breakfast.
 - Afternoon meets: Water, soda, and snacks.
- For large meets, provide refreshments for all coaches and officials attending the meet. The number may vary. In addition, please provide water at intervals for timers, and others who support the meet such as Marshals.
- For large meets, let the Team Support Coordinator know your support needs to ensure you have the proper number of assistants.

- All purchases will be reimbursed. Please submit to the Team Manager.

Hospitality Assistants

- Prepare and deliver food as directed by Hospitality Lead.
- First shift helps set up hospitality room, last shift helps clean up.

Hospitality Runner

- Drive to local restaurants to pick up food and beverage as directed by Hospitality Lead.

Tarp Transport – Setup

- Pick up tarps from the Rose Bowl at designated time. The tarps will be next to the shed on the south side of the pool for you to pick up on your own throughout the day, or during swim practice.
- For each tarp that you are assigned to pick up, please pick up **1 tarp / 2 buckets / 2 bungees**.
- **Please set up at meet location on designated day.** Please be sure to set up the tarps next to each other so that they share buckets of water to hold them down. It's best to get there early so that you can find a spot large enough for all of our tarps.
 - Set up one of the tarps on deck for the coaches. If it appears they do not need one, then please set the last one up for the swimmers.
- As mentioned before, for each tarp that is picked up, include 2 bungees and 2 buckets. The buckets and bungees are required by the Fire Marshals to hold our tarps in place. Without the buckets and bungees, we cannot utilize the tarps at the meet.
- **PLEASE BE GENTLE WITH THE TARPS.** They are expensive and the team needs them to last a long time. So make sure to grab a parent or swimmer to help you set up and break them down. Getting 2 - 4 helpers ensures the tarps do not get damaged. We will give your helpers 30 minutes - 1 hour if you or they let the Team Support Chair know.
- A large vehicle is required to accommodate equipment.
- You must be willing and able to pick up 20 lbs, as the tarps are somewhat heavy. They are easy to roll, though.
- Once you set them up at the meet, please send photos to the Team Support Chair.

Tarp Transport – Return

- Return of tarps/buckets/bungees includes taking down the tarps.
- For each tarp that is returned to the RBAC, please return 2 bungees and 2 buckets.
- The tarps need to be returned to the south side of the pool, outside of the sheds.
- **PLEASE BE GENTLE WITH THE TARPS.** They are expensive and the team needs them to last a long time.
- A large vehicle is required to accommodate equipment.
- Please send photo of returned tarps/ bungees/ and buckets to the Team Support Chair.

Tarp Setup / Tarp Teardown Assistant

- Assist the Tarp Transport person with setting up or breaking down the tarps.
- Tarps are set up prior to warm up on first day of meet.
- Tarps are broken down near the end of the meet.

Meet Setup

- Prepare pool area for swim meets. Move starting blocks. Set up canopies, deck chairs, tables, harness, touchpads, etc.
- Must be able to lift and move items.
- Work at the direction of Set Up Leads. You will be taught everything you need to know!

Meet Teardown

- Take down all equipment and put in appropriate places. Take down canopies, deck chairs, tables, harness, touchpads, etc.
- Must be able to lift and move items.
- Work at the direction of the Setup Leads. You will be taught everything you need to know!