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Table Worker

**YMCA of Greater
Richmond**

Training Guide



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A Copy of this power point should be at every Table Worker Station for new and old Table Workers to review.



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Agenda

- Table worker Description
- Personnel
- Equipment
- Flow of Information
- Table Worker Duties



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Referee Description

- **Table worker:** The Table worker receives the timer events/lane sheets from the runners and process the information through posting of results. Tasks may include receiving and sorting Timer event/lane sheets, computer input reports, labeling ribbons, DQ envelopes, and posting results and scores.



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Personnel needed per half...

- Home Team:
 - Head Table worker
 - Other related workers:
 - Computer Rep
 - Runners
- Away Teams:
 - 1 to 2 Table workers each half.
 - Away team will tell Parent Rep the number they request through Google Docs.



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Equipment Needed

- Scissors
- Calculator
- Pencils (red)
- Erasers
- Pencil Sharpener
- Blue Highlighter for No Shows
- Pink Highlighter for DQs
- Paper clips and rubber bands to keep things in order
- Masking tape to hang results
- Meet program



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Flow of information

1. Computer Rep.
 - Computer Rep prints the and puts them on the timer clipboard
2. Timer Clipboards timesheets
 - Timers write in the times and runner picks them up
3. Runner
 - Runner (timesheets) picks up the timesheets and takes them to the table workers.
 - Runner (DQs) gets the DQ cards from the Strokes and Turns Judges, take them to the Referee to sign off and then to the Table workers.
4. Table workers
 - Table workers process the information (times, DQs, etc.) and give the process sheets back to the Computer Rep. to input.



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Other Information

- The computer seeds the meet and puts the swimmers in their lanes and heats.
- The Computer Rep. prints meet programs and the Clerk uses that to set the swimmers.
- When the swimmers get to the timers, their names should already be on the clipboard.
 - Timers are asked to check the swimmer's name to make sure s/he is in the correct lane.
 - Sometimes the timers will have to write the name next to the time to make sure the swimmer gets the right time (if s/he swam in the wrong lane, for instance).
- **There will be no timesheets for relays.**
 - **Instead, relay cards are given to the clerk who sends them with the swimmers to the timers.**
 - **The relay cards will also come to the table workers, via the runners.**



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Table Worker Duties

- When you receive the timesheets from the runners:
 - Highlight with **BLUE** highlighter those children who do not swim and write NS for no show if it isn't already written.
 - Circle the final time for each swimmer (instructions to follow)
 - Highlight with **PINK** highlighter those swimmers who are DQ'd.
- This is the same process for relay cards.
- Deliver the processed timesheets/relay cards to the Computer Rep. to input.
- Receive results from Computer Rep. and tape them up in the designated area.



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Timesheets

- Timers will write three times on the sheet in the space indicated.
 - Times should NOT be circling times or writing in the official time.
 - If they do, make sure you check it for accuracy and ask the Head Timer to inform the timers not to do so.
- You will circle the **MEDIAN** time for each swimmer.
 - The median time is the time that falls in between the other two times when you list them in order of smallest to largest.
 - Make sure you look at the seconds in addition to the hundredths of seconds! (e.g. 75:28 is faster than 58:18)
 - If there are two times that are the same, choose one of those to be the median time.



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Timesheets

- This is an example of a time sheet with the median times circled.

Event 2 Girls 9-10 100 SC Meter Freestyle Finals					Official Time		
Lane 2	Heat 1	CONTI, PEYTON M 9	MRA	NT	<u>2:01.06</u>	<u>2:01.96</u>	<u>2:01.56</u>
Lane 2	Heat 2	CIVILS, ALYSSA M 9	MRA	NT	<u>1:56.28</u>	<u>1:57.38</u>	<u>1:56.98</u>
Lane 2	Heat 3	MCGHEE, CALLIE 9	MRA	NT	<u>1:49.01</u>	<u>1:49.01</u>	<u>1:48.78</u>
Lane 2	Heat 4	HAGGERTY, VICTORIA E 10	MRA	1:41.50	<u>1:41.41</u>	<u>1:40.00</u>	<u>1:41.52</u>



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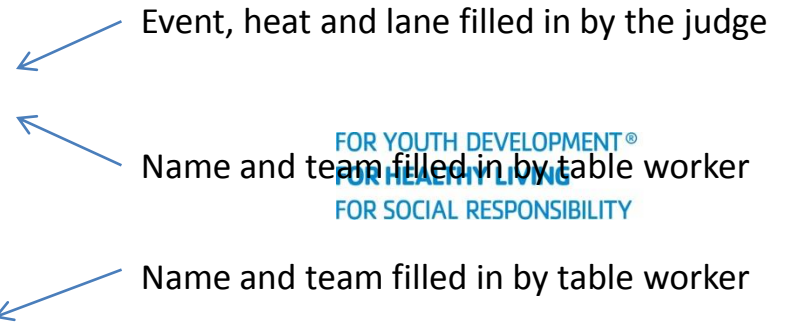
DQ Cards

- When you receive a DQ card, first check to make sure that it has been signed by both the Referee AND the Strokes and Turns Judge.
 - If not, send it back to the Referee for signature.
- Then Find the heat and lane in the meet program that match that of the DQ card.
- Write the child's name and team in the space provided on the DQ card and place it in a pile for that team.
- Then take the pink highlighter and highlight the child who was DQ'd on the Timesheet. Also Write 'DQ.'
- Note that DQ cards may come in a little later than the timesheets; you may want to wait for them.
- If you get a DQ card and you have already sent the timesheets to the computer, just go let the Computer Rep. know.
- If you get a DQ card and there is no swimmer in that heat/lane combination, return it to the Referee.



DQ Cards

- Example





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Special Situations

- If you get a timesheet that only has two times written on it (instead of the usual three), then you will need to find the average of the two times and write that in the 'official time' space.
 - For example, if the times are 58:13 and 59:06, then the average time will be 58:59.
 - You always round down as the swimmer gets the benefit of the doubt (for example, the average for the times above is really 58:59.5).
- If you get a timesheet that only has one time, the Computer Rep will use that time, but you must get the Referee to sign the timesheet first.
- If you notice that you are getting a lot of only two-times or only one-time situations, let the Referee know.
- Also if you notice that you are seeing a lot of situations where two times are exactly equal for a child, alert the Referee.
 - It may be that the timer missed the finish and is just writing in a time and effectively choosing the time for that swimmer.



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**MAKE SURE TO TAKE THE TIME TO WATCH
YOUR CHILD SWIM!**