

Parent Swim Meet Work Obligations

Parent Work Commitment: This year will require 8 work commitments per family based on the estimated number of Forest Park Swim Team families. You must commit to 8 jobs before your child can swim in a meet. All meet sheets will be marked "A" or "B". You may want to consider the type of meet when signing up for jobs. If you are assigned to work a meet and cannot make it, YOU must find a replacement worker and notify the Coordinator.

Parent Orientation: At Parent Orientation, we will have a Parent Worker meet sign-up sheet for each meet, both home and away. We will ask you to sign up for 8 jobs and meets that are the most convenient for you.

For those who cannot attend Orientation, please call Sandi Cheer at 798-1513 or Beth Offield at 680-7343 with your 8 selections after April 4th and before April 30th. They will not take job sign-ups prior to Orientation. Families that have not signed up for work assignments by May 16th (or within two weeks of joining the team), will be assigned jobs from the remaining available jobs. If 8 jobs per family are not enough to cover all required jobs, Sandi/Beth may contact you to sign up for additional jobs. The schedule for the season will be distributed before Time Trials on May 17.

Notes: 1) To ensure readiness for the meets, the setup and cleanup team **MUST** be able to arrive 1 1/2 hours before the meet.
2) Also, those with Stroke-and-Turn experience and Starter experience, please sign-up for those jobs...**WE NEED YOUR TALENT!**
3) Note the position of the Referee. This position requires extensive knowledge of all facets of a swim meet.

* This does not include two-day meets (i.e. Battle of Ages, ECI, League, City, or County). You will be assigned additional duties at any two-day meet your child swims.

Trading Work Commitments: In the event your schedule changes and you cannot perform your duty, it is YOUR RESPONSIBILITY to get a replacement. Sandi/Beth will verify all job commitments at each meet, so it is important that your replacement advise them as to who they are replacing (YOU).

No Show Policy:

You are expected to be at your assigned post at the start of each meet. A "no show" equates to 30 minutes after the job starts (i.e. if you are a timer and you are not in your chair by 6:30pm, you are a "no show"). Each "no show" will cost \$25. After a third "no show", your child will not be allowed to swim in the meet until arrangements have been made with the Swim Team Board. If you have not paid your "no show" fees, your child will not be eligible for awards at the end of the season.

Reminders: We will use email to assist in reminding you of your obligations.

Parent Swim Meet Work Obligations - Job Descriptions

Welcome to Forest Park Swim Team! For returning families, what follows is a review of the different jobs available at a meet. For our new families, we hope this will help you both select your work assignments and help you understand your responsibilities.

The most important thought to keep in mind is that every job is important. The most important job is yours. Each job ties together and all jobs must be done well for a successful meet.

SETUP AND CLEANUP: At least four people are needed for at least one and one-half hours before and 45 minutes after each home meet. Setup means connecting the competition lane ropes for warm-ups, installing 6 permanent starting blocks, placing 6 temporary starting blocks at the shallow end of the pool, stringing back-stroke flags, assisting the Starter with the installation of the Starting System, putting out several long tables, diving board, place EZ Ups and 30+ chairs in position. After the meet, all of the equipment must be taken down and stored neatly.

Advantages: The opportunity to watch the entire meet, socialize with the team and families and enjoy all the races.

Disadvantages: You must arrive early and leave late.

HEAD TIMER: Head Timer is responsible for the coordination of all timers and recorders. The head timer will conduct a time check to verify watches. The head timer provides backup times should any stopwatch fail.

Advantages: Poolside view of all races.

Disadvantages: Must pay close attention to the meet in progress.

TIMER/RECORDER: As a timer, you are responsible for timing each swimmer in a given lane. In a dual meet, each lane has three timers. All timers work under the direction of the Head Timer. One timer in each lane will be given a stop watch in case there is a problem with the timing system. In case of a malfunctioning watch or a missed start, the timer should notify the Head Timer for help. One timer will also be responsible for recording the stop watch time. In races of age 8 and under, the timers must also help the recorder verify the swimmer's name so that the swimmer can be correctly credited with his/her time.

Advantages: The opportunity to watch the entire meet from a poolside seat. There is no paperwork involved. This is a recommended job for new families.

Disadvantages: You must pay attention to the start and finish of each race in your lane. All of the swimmers in your lane are counting on you doing a good job.

PLACE ANALYST: The home team also supplies the place analyst who verifies that all the lane slips have been properly filled out. If the recorders do their job well, this job is not too difficult. The biggest challenge is to keep the six event slips together for the same event.

Advantages: The opportunity to know the official winner before anyone else. A poolside seat for all events.

Disadvantages: Stay late to reconcile the meet before leaving.

DESK: This position requires 2 individuals that can run the meet software on the computer and manage the entries and scoresheet. This position is always filled by a veteran team member that has had extensive training on the software program.

Advantages: Poolside seating and ability to see all times.

Disadvantages: Must arrive early to set up the computer and stay late to reconcile the meet before leaving.

RIBBON WRITER: At a dual meet, a total of two ribbon writers are needed, one from each team. They place pre-printed labels onto the ribbons awarded to the swimmers and file them in the team folders. Our league and team awards ribbons as follows:

For "A" meets:

- Individual events will be awarded 1st, 2nd, and 3rd place ribbons.
- Relay events will be awarded 1st and 2nd place ribbons.
- Extra heats will be awarded heat winner ribbons.
- 8 and unders who do not place will be awarded participation ribbons.

For "B" meets:

- Same as "A" meets except that 4th, 5th, and 6th place ribbons will be awarded for individual events.

Advantages: Poolside seating and firsthand knowledge of winners. This position does not start until approximately $\frac{1}{2}$ hour after the meet starts.

Disadvantages: You will stay after the meet is over to complete the ribbons and filing prior to leaving the desk.

ANNOUNCER: The home team provides the announcer. The announcer uses a microphone to give the swimmers notice of which races are coming up so that the swimmers can prepare themselves and get to their lane assignments. The announcer also announces the winners of each event and periodically reports the score of the meet. It is important to pay attention to which event is taking place so that you may call the next swimmers in a timely fashion. You must also take care not to interfere with the starter.

A good announcer must speak clearly and have voice projection. You must be heard and understood, otherwise some swimmers may miss their race.

Advantages: Poolside seating and no paperwork. The opportunity to watch the entire meet.

Disadvantages: You must closely monitor the meet as it progresses.

STARTER: The home team provides an experienced, trained starter. The starter's job is to start each race. The starter must first verify that all swimmers have finished the prior event and have been removed from the pool. Next, the starter must direct the swimmers on the starting blocks and remind them of the event and distance. Lastly, the starter must know if a swimmer is in the correct "starting stance" and that all movement on the blocks has stopped before sounding the start.

At Forest Park, the starter is responsible for overseeing the installation and testing of the starting system before the beginning of each meet.

Advantages: The starter has the optimal poolside view.

Disadvantages: The starter must be very aware of the progress of the meet and must do his/her job well to ensure fair competition and a timely finish to the meet.

STROKE AND TURN JUDGE: In a dual meet each team supplies one stroke-and-turn judge. Both judges watch the swimmers. Stroke-and-turn judges will disqualify (D.Q.) any swimmer who does not execute the stroke in the correct manner. The stroke-and-turn judge must also verify and, if necessary, disqualify a swimmer for an incorrect turn. This job requires prior swim meet experience and Stroke and Turn training.

Advantages: Poolside view of the meet and a lot of exercise.

Disadvantages: Must be experienced and must have the ability to accept criticism.

SHEPHERD: There are 4 Shepherds. Each Shepherd is responsible for one of the following groups: Age 6 and under boys, age 6 and under girls, age 7 & 8 boys, age 7 & 8 girls. Each shepherd collects their swimmers for an event and makes sure that each swimmer is in the correct lane. In the case of relays, they also ensure that the swimmers are on the correct end of the pool. The shepherd should confirm the correct swimmer name is on the recorder's sheet. Shepherds are encouraged to work together, especially during relays. This is the only job that has "breaks" and allows time to socialize. Parents of 8 and under swimmers will be required to attend a shepherding training

session and sign up to shepherd at some meets. Parents of 8 and under swimmers need to help their children check-in with the Shepherd and assist with relays.

Advantages: Becoming friendly with all 8 and under swimmers and their families and have some free time during the meet. This job finishes fairly early in the meet.

Disadvantages: Must locate and direct 6 to 16 swimmers for each event. Patience and good parenting skills a must.

REFEREE: All meets must have a referee. The meet referee shall have full authority over all officials, enforce all applicable rules, and shall decide all questions relating to the actual conduct of the meet, the final statement of which is not otherwise assigned by CCVSC and/or USS rules. We supply a referee for our home meets only. This job requires prior swim meet experience and training.

FLOATER: The responsibility of this job is to provide short breaks to the other workers, especially the timers and recorders. This is a full time job at the meet. You are constantly moving around to ensure the other workers have had a break. If there are not enough parents signed up for a particular meet, the person signed up for this job may be required to fill in for the entire meet and a break person will not be available.

Snack Bar

Like last year, the snack bar will be handled separately from "on-deck" work requirements. A Snack Bar Crew will be established. This crew will consist of 9 people a dedicated group of families. To be part of the crew, you are required to work ALL home meets. Being part of the crew will eliminate your requirements of "on-deck" duties (recorder, timer, etc.). The snack bar crew provides hospitality to the meet workers.

Snack Bar Cashier - Handles the snack bar cash box during all home meets. Collects money for snacks and gives change. Handles pre-paid meal cards.

Advantages: Pool side viewing. Only works home meets.

Snack Bar Meal Preparer - Responsible for preparing the meals and transporting them, to be sold at the home meets. The coordinator supplies the menu, food and supplies to prepare the Wednesday night meal and Saturday morning burritos. Food must be ready to eat, at the pool, by 4:45 p.m. on Wednesday night. Burritos for Saturday meets are to be there by 7:30 a.m.

Advantages: Job is done once meal is prepared. Less demanding job during swim meets.

Disadvantages: Must have meal at meet by 4:45 p.m. (no later) on Wednesday nights. Must have burritos at meet by 7:30 a.m. on Saturday mornings.

Snack Bar Barbecue - The person barbecuing sets up and puts away the barbecue, and cooks to order, chicken, hamburgers, hot dogs, and tri-tip at all home meets.

Snack Bar Counter Workers - Prep Work to setup Snack Bar including slicing veggies and fruit. Counter workers distribute snacks as requested. Help clean up snack bar at end of meet.

Snow Cone Server - Prepare ice shavings, make and sell snow cones.

List of Home Meets:

DAY	DATE	EVENT
Saturday	May 17	Time Trials at 9am
Saturday	May 31	Woodlands
Saturday	June 7	Pinole
Wednesday	June 11	Oakhurst
Saturday	June 21	Ygnacio Wood
Wednesday	June 25	Brentwood
Wednesday	July 9	Valley Vista
Wednesday	July 23	Antioch

Snack Bar Crew Shifts:

Saturday Morning Report Times	Wednesday Night Report Times	Jobs:
7:00 AM	4:00 PM	Coordinator sets up
7:30 AM	4:30 PM	Meal preparers have burritos made and in snack bar
7:30 AM	4:30 PM	Cashier, counter workers in place
10:00 AM	4:45 PM	Barbecuers set up and start to cook
12:30 PM	9:00 PM	Meet is over, clean-up (time is approximate)