

# Announcer

- Uses PA system for all announcements during the meet
- Opens & closes pool for warm-ups
- Announces event and heat for each swim:  
    “This is event 1, Open 400 IM. Heat 1, swimmers behind the blocks. Mr./Mrs. Referee.”
- Works with Meet Director and Head Timer to ask for additional volunteer timers

**TTS SC**

# Runner

- Collects timing sheet from each lane once the entire event is done. Drops them off at the Admin table.
- Periodically walks to each meet official to see if they have DQ slips to submit (Takes those to the Meet Referee)
- Takes DQ slips from the Meet referee and gives to the respective coaches
- Periodically posts meet official results on the wall outside

# Set-up Meet

- Put in lane lines, flags, and arrange bleachers
- Clear off deck and arrange pool equipment in the play structure area
- Roll out Admin table and pull up diving board
- Place 2 chairs behind each lane, one at each corner of the pool and enough for all coaches along the side of the pool (10-12)
- Arrange tables for coaches (4-5), 1 for the announcer, 3 for concessions and 6 for hospitality
- Help set up PA system
- Bring up electronic pads from boiler room

# Clean –Up Meet

- Take out lane lines, flags, and stack bleachers along South wall
- Take pool equipment from the play structure area and place back on deck
- Roll in Admin table and take down diving board
- Stack all chairs and place along North wall
- Fold all tables and place in hospitality room
- Put away PA system
- take electronic pads back to the boiler room
- Clean pool area of all trash

The logo for TTS&C is displayed in a large, stylized, white font with a light green outline. The letters 'T', 'T', and 'S' are connected, and the 'C' is separate. The logo is positioned in the lower right quadrant of the slide, partially overlapping the list of tasks.

**TTS&C**

# Bathroom Detail

- Periodically walk through each locker room and inspect for cleanliness
- Make sure all paper and soap products are full (extras are in pool office)
- Empty trash as needed
- Report all equipment failure to the Meet Director and lifeguard



**TTS&C**

# **Bull Pen**

- Greet 8 & Under swimmers and arrange them in their heat / lane on the bleachers
- Walk each heat behind their blocks when it's their time to swim
- Help keep the area behind the blocks free from anyone except who is swimming in that event (no other swimmers except 8 & Under's)
- All events will start from the end of the pool with the blocks

**TTSsc**

# Pool Marshalls

- Sit at one of the 4 chairs at the corners of the pool during warm-ups
- Supervise the warm-up session making certain swimmers are not running on the deck, hanging on the lane lines or diving off the blocks
- Once a diving lane opens, make certain all swimmers are clear from that lane
- You are in charge of general pool safety. Report all incidents to the lifeguard and Meet Director

The logo for TTTSC is displayed in a large, stylized, white font with a light green outline. The letters are bold and blocky, with a slight shadow effect. The 'T's are particularly tall and narrow, while the 'S' and 'C' are wider and more rounded. The logo is positioned at the bottom of the slide, partially overlapping the text area.

**TTTSC**

# Awards

- Take stickers from Admin table / Meet Director and work in the pool office
- Place the sticker on the back of the corresponding award and stack according to each team



**TTSC**



# Head Timer

- Supervise the timers
- Notify the announcer of the need for timers for each lane and team
- Start 2 watches for every heat as a back-up for the timers
- Educate volunteer times as needed – 8 & Under procedures
- Help Bull Pen volunteers keep area behind the blocks clear during 8 & Under events

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# Heat Treats

- Watch for each heat winner and give them a trinket
- Speak with Meet Director about trinkets



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