

2017 Gwinnett County Championship Meet Team Worker Assignment Form

TEAM: Chateau Elan

PRIMARY COUNCIL NAME: Joe Zelenka (904-891-1917) Katie Grant (404-452-9554)

Please use this form to enter the name and assignments of your team's workers. You do not need to enter the names of Officials. Please turn in this form at the Verification Meeting on Sunday, July 2nd or before. You can send the form via email to Bret Cade: (bretcade@gmail.com). We would much prefer to receive the form BEFORE the Verification Meeting if at all possible. This will make registering workers go much faster before each session. Copy this form to your computer, add the information below (based on the meet information assignments) and attach it to an email to Bret. This needs to be submitted as soon as possible as all information needs to be printed and proofed well in advance of the first session. THANK YOU.

Name (Last, First) Highlighted = confirmed	Team Abbrev.	Job (ex: Timer)	Session # (ex. Session 1)
Keith Sheets	CE	Timer	Session 1
Hughes	CE	Timer	Session 1
Susan Carr	CE	Timer	Session 1
Humphrey	CE	Timer	Session 1
Sam Butler	CE	Staging/Logistics	Session 1
Susan Oates	CE	Staging Logistics	Session 1
Tammy Favreau	CE	Security/Ushers	Session 1
Isreal Bryant-Strother	CE	Security/Ushers	Session 1
Taj Syed	CE	Security/Ushers	Session 1
Dana Romeo	CE	Awards	Session 1
Collette	CE	Hospitality	Session 2
Jon or Janet Whitwell	CE	Hospitality	Session 2
Sara Milwee	CE	Timer	Session 2
Chuck Lin	CE	Staging/Logistics	Session 2
Lori Sharp	CE	Hospitality	Session 3
Erika Kok	CE	Hospitality	Session 3
Matt Ross	CE	Staging/Logistics	Session 3
Andrea Carmicheal	CE	Staging/Logistics	Session 3
Liz Walters	CE	Security/Ushers	Session 3
Melissa Mojica	CE	Security/Ushers	Session 3
Brian Johnson	CE	Timer	Session 4
James Cain	CE	Timer	Session 4
Kyle Grant	CE	Timer	Session 4
Amy Sweet	CE	Timer	Session 4
Angela Naegele	CE	Staging/Logistics	Session 4
Amanda Rothwell	CE	Hospitality	Session 4

2017 GCSL Championship Meet Worker Assignments and Descriptions

Position Descriptions and Arrival Times

All workers must sign in at the worker sign-in table at the entrance to the Aquatic Center. Specific instructions on when and where to report will be provided at the time of sign-in. **All workers must report and sign in by the times listed below.** **IMPORTANT NOTE – Only ADULTS can be assigned as workers.**

Timers – Timers are to provide their own stopwatch (obtain from your team). You will be assigned a lane or the position of back-up timer. You will provide the stopwatch times for each event. You will be working at the start end of the pool.

Arrival times:

Sat AM Session – 8:30 AM

Sat PM Session – 2:30 PM

Sun AM Session – 8:30 AM

Sun PM Session – 2:30 PM

Report to the Announcer's table 45 minutes before the first event.

Runners – You will collect the lane cards/ timer sheets from each timer following every event and deliver them to the scoring table. You will be taking awards labels to the awards room and will be posting results in various parts of the venue.

Arrival times:

Sat AM Session – 8:50 AM

Sat PM Session – 2:45 PM

Sun AM Session – 8:45 AM

Sun PM Session – 2:45 PM

Report to the Scoring Room (on deck) 30 minutes before the first event.

Heat Winner Awards – You will obtain Heat Winner awards and deliver them to the swimmers who win their heat. This could be at both the starting end of the pool and the bulkhead end of the pool.

Arrival times:

Sat AM Session – 8:50 AM

Sat PM Session – 2:45 PM

Sun AM Session – 8:45 AM

Sun PM Session – 2:45 PM

Report to the Scoring Room (on deck) 30 minutes before the first event.

Awards – You will be responsible for placing award labels on the awards. You will be located in the conference room near the entrance to the building and next to the main Concession stand.

Arrival times:

Sat & Sun AM Sessions – 7:00 (30 minutes before warm-ups start)

Sat PM Session – 1:00 (30 minutes before warm-ups start)

Sun PM Session – 12:45 (30 minutes before warm-ups start)

Report to Awards Room 30 minutes before the first event.

Worker Sign-in and Tickets for overflow seating - You will be responsible for signing in volunteer workers near the entry area of the building and providing overflow tickets.

Arrival times:

Sat & Sun AM Sessions – 7:00 (30 minutes before warm-ups start)

Sat PM Session – 1:00 (30 minutes before warm-ups start)

Sun PM Session – 12:45 (30 minutes before warm-ups start)

Staging – You will be responsible for lining up and checking in the swimmers and escorting them to the starting area of the pool. Staging is located on the Pool Deck

Arrival times:

Sat AM Session – 8:30 AM

Sat PM Session – 2:30 PM

Sun AM Session – 8:30 AM

Sun PM Session – 2:30 PM

Report to the Staging area (on deck) 45 minutes before the first event.

Security & Ushers – You will be posted in various locations for crowd control and to assist spectators find their seats. (Seating areas, Pool entrance, Staging area, Pool Deck , Warm-up Area, Photo Area, Hospitality, etc)

Arrival times:

Sat AM Session – 8:15 AM

Sat PM Session – 2:15 PM

Sun AM Session – 8:15 AM

Sun PM Session – 2:30 PM

Meet by the elevators on the main floor.

Heat Sheets – You will be responsible for selling Heat Sheets and providing information and directions to the spectators.

Arrival times:

Sat & Sun AM Sessions – 7:00 (30 minutes before warm-ups start)

Sat PM Session – 1:00 (30 minutes before warm-ups start)

Sun PM Session – 12:30 (30 minutes before warm-ups start)

Report immediately to the Heat Sheet tables assigned by Worker Sign In.

Hospitality– You will be located on the Pool deck and will provide support for the hospitality room that is being provided for meet officials and coaches. You will also provide drinks to workers on the deck.

Arrival times:

Sat & Sun AM Sessions – 8:00 (30 minutes AFTER warm-ups start)

Sat PM Session – 2:00 (30 minutes AFTER warm-ups start)

Sun PM Session – 1:45 (30 minutes AFTER warm-ups start)

Report to Hospitality Room (on deck) 30 minutes AFTER warm-ups start.

**Gwinnett County Swim League
2017 Championship Meet
General Information & Ground Rules**

Session Order:

Saturday July 8th

Morning Session: 9-10s (7:30am warm-up; 9:20am start)

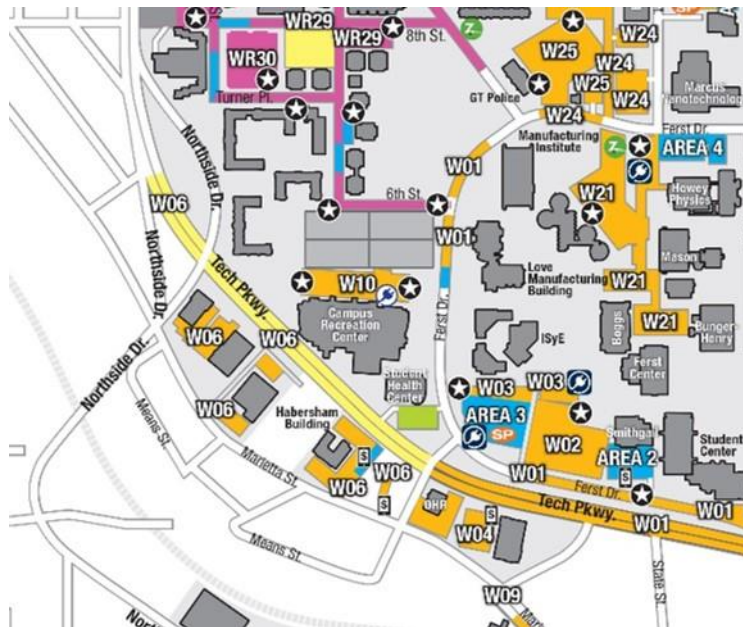
Afternoon Session: 13-14 & 15-18s (DOUBLE SESSION) (1:30 pm warm-up; 3:15pm start)

Sunday July 9th

Morning Session: 8 & Unders (7:30am warm-up; 9:15am start)

Afternoon Session: 11-12s (1:15pm warm-up; 3:00pm start)

1. We **strongly suggest** that swimmers carpool for warm-up sessions
2. The 2017 fee for pre-purchasing parking for the W10 deck is \$12 per day or \$23.60 for two days (with in-and-out privileges). The cost without pre-purchasing parking for W10 will be \$15/cash (with in-and-out privileges). Please visit <https://gatech.clickandpark.com/events> to pre-purchase parking.
Area 3: \$10 cash or credit, **no in-and-out privileges**
Area 2: \$5 cash or credit, **no in-and-out privileges**
Area 4: \$5 cash or credit, **no in-and-out privileges**
3. Directions to Georgia Tech are posted on GCSL intranet site and public website, www.gwinnettswimleague.com. Use MapQuest for alternate routes. Georgia Tech pool address is 750 Ferst Drive, Atlanta, 30332.



4. Starts for Short Events – the short events will have blocks for the start and touch pads at the finish on the bulkhead. However, the 2 & 4 positions for the 100yd. relays will NOT go off blocks.
5. Spectator seating sections will be assigned by teams based on the 2017 Margaret Gilbert award winners.

7. Tickets - we will issue tickets for each session; approximately 1600 or 3 per swimmer per session. The ticket will be for a specific numbered seat. Saturday double session will cause seating/ticket issues that will be addressed. Expect 2 tickets per swimmer for Saturday PM. You will not need a ticket to get into the venue, but must sit in your numbered seat. We plan to leave a number of seat on the sides of the prime seating areas (those numbered tickets that will be assigned to teams) available for overflow. Those overflow seats are first come, first served.
8. Spectators must be cleared from venue after each session during warm-up for next session unless they have tickets for both sessions.
9. Team areas will be on deck. It will be extremely crowded, but will be manageable if everyone cooperates.
10. Coaches and Team Managers are responsible for monitoring swimmers in team areas. We will provide Team Manager deck passes for each team. Team Managers will only have access to Team areas on pool deck. Credentials for Team Managers will be handed out at the Coaches Meeting.
11. Noise Control - will be very noisy in the venue for starts. We will have a Starter/Announcer command for quiet for each start including a whistle command if needed.
12. Parents are NOT allowed on pool deck except during warm-up sessions to bring swimmers to team areas and to collect swimmers during the break after relays.
13. ABSOLUTELY NO CHAIRS ARE ALLOWED IN THE FACILITY OR IN THE TEAM AREAS.
14. ABSOLUTELY NO FLASH PHOTOGRAPHY DURING THE STARTS.
15. ABSOLUTELY NO ARTIFICIAL NOISE MAKERS – cow bells, “clappers”, etc.
16. Concessions are provided at the facility by Tech.
17. Small coolers are allowed on pool deck in Team areas, BUT NO COOLERS ARE ALLOWED IN THE STANDS DUE TO SPACE.
18. ABSOLUTELY NO GLASS CONTAINERS OR ALCOHOLIC BEVERAGES ALLOWED IN THE FACILITY.
19. Food and drinks are allowed on deck in the Team areas but must be controlled.
20. STAGING FOR ALL SESSIONS EXCEPT 13-14s and 15-18s – team Coach or Manager must “hand off” swimmers to staging workers at staging entry area.
21. Handicapped seating is available – will be directed at entry.
22. Coaches must “collect” swimmers (especially little ones) at the finish positions.
23. HEADSETS – MEET OPERATIONS HAS CHANNELS 4, 5, 6 & 7 RESERVED FOR OFFICIALS, SECURITY, OPERATIONS – NO EXCEPTIONS!!!
24. Hospitality – for Officials – on deck near diving well; for Coaches – in conference room in hallway off the deck.

25. Team banners – we prefer they be hung in the team areas, but they can be hung from bottom of railing in spectator area. However, we must keep sight lines open; must also not disrupt pool deck workers & swimmers. Banners can be brought to Tech either the night before the first session or Saturday morning. Banners can only be hung in Team areas using medical tape to hang them on the wall above your team area.
26. Saturday Double Session information is available through your Coach or Council. There are several changes in this session from the others:
- Main pool used for both age groups
 - Dive over starts for all appropriate individual events
 - Deck and team areas will be extremely crowded
 - Parents must stay off deck for this session; swimmers can meet parents in stands
27. For everyone's information, it takes almost 400 volunteers (not counting Board, Officials, Coaches & Team Managers) to effectively run the County Meet. We appreciate everyone's help!!!