

TEAM WORKER ASSIGNMENTS

2025 TOM SCHUMANN MEMORIAL GKAI SA CHAMPIONSHIP MEET

July 10 - 12, 2025

A large number of workers are required in order to be able to run a swim meet of 2000 swimmers over a three-day period. The workers required from each team for the entire meet are shown below. Assignments are based on the number of swimmers each team has participating with **roughly 1 worker per 6 swimmers**. Specialty workers, such as officials, hospitality, booth workers, are included in the calculations and exclude any board member filled roles.

Please review this list carefully so that you understand each of your team assignments.

The worker assignments listed below are for the entire day or entire meet as indicated. There will be **two (2) shifts Thursday, two (2) shifts Friday, and two (2) shifts on Saturday**. Each club should determine the number of workers needed to fulfill their commitments. **With the exception of Relay Take-off Judge, a different person can work each shift or one person can work all shifts, however, a shift cannot be split between two workers. For Relay Take-off Judge, the same person is required to work all three (3) relays.**

First Shift workers will meet at 2:10pm on Thursday, 8:10am on Friday and 9:50 on Saturday with the Meet Director and other officials to receive instructions. At the Workers Meeting, a roll call will be held to ensure that sufficient workers have been provided for the designated shift. Remember that **"Teams who do not perform their assigned duties will be penalized as follows: 25 points per position and \$20 per infraction up to a maximum of \$100 per meet. (An infraction refers to each part of the meet - 10 and Unders, 11 and Older prelims, etc.)"** (Championship Rule 3.4). Officials such as Stroke and Turn should check at Boys Clerk of Course. All other workers should check at the Volunteer Check-in table located between the two clerk of course tents.

Check-in table is between the two clerk of course tents. Please be sure to have all workers check in by the times provided below to keep the meet running in a timely manner.

<u>Day</u>	<u>Worker Meeting*</u>	<u>Check-in</u>	<u>Shift Hours</u>
<u>Thursday</u>	2:10 PM	Shift 1: 1:30-2:00 Shift 2: 4:25-4:45	Shift 1: 3:00 PM to 5:00 PM Shift 2: 5:00 PM to completion
<u>Friday</u>	8:10 AM	Shift 1: 7:30-8:00 AM Shift 2: 11:00-11:20 AM	Shift 1: 9:00 AM to 11:30 AM Shift 2: 11:30 AM to completion
<u>Saturday</u>	9:50 AM	Shift 1: 9:10-9:40 AM Shift 2: 1:10-1:30 PM	Shift 1: 10:30 AM to 1:45 PM Shift 2: 1:45 PM to completion

*Timers and Head Timers meet in Girls CoC tent after checking in

*Relay Take-off Judges meet in Boys CoC tent after checking in

*Clerk of Course meet in Boys CoC tent after checking in

*Stroke&Turn meet and check-in Boys CoC tent

There will be a Timers meeting Wednesday evening via Teams. All timers and head timers for all shifts are required to attend.

Please Read Carefully. An individual club may be assigned to more than one job per day

LANE TIMERS – 1st SHIFT WILL MEET AT GIRLS CLERK OF COURSE TENTS AFTER CHECKING IN

Each club is to provide **TWO** timers per lane for **ALL THREE DAYS**. Clubs must provide their own **stopwatches**.

Dive Well End (Boys):	Lane 1:	Village Green
	Lane 2:	Green Meadow
	Lane 3:	Gettysvue
	Lane 4:	Jefferson City
	Lane 5:	Beaver Brook
	Lane 6:	Concord Hills
	Lane 7:	Knoxville Racquet Club
	Lane 8:	Sugarwood

Each club is to provide **TWO** timers per lane for **THURSDAY** and **FRIDAY**. Clubs must provide their own **stopwatches**.

Scoreboard End (Girls):	Lane 1:	Cherokee
	Lane 2:	Clinton
	Lane 3:	Crestwood
	Lane 4:	Gulfwood
	Lane 5:	Whittington Creek
	Lane 6:	Sevier Aquatic Club
	Lane 7:	National Fitness
	Lane 8:	Lenoir City
	Lane 9:	Maryville-Alcoa

HEAD TIMER – MUST ATTEND HEAD OFFICIALS MEETING AT IN THE BOYS CLERK OF COURSE TENT AFTER CHECKING IN. Meeting will start at 2:00pm Thursday & 8:00am Friday/ Saturday

Each club is to provide **ONE** worker on the indicated days;

THURSDAY	<u>DIVE WELL (Boys) Course</u> Peninsula Club	<u>SCOREBOARD (Girls) Course</u> Sevier Aquatic Club
FRIDAY	<u>DIVE WELL (Boys) Course</u> Peninsula Club	<u>SCOREBOARD (Girls) Course</u> Sevier Aquatic Club
SATURDAY	<u>DIVE WELL</u> Peninsula Club	

There will be a required Timers meeting Wednesday evening via Teams. **All timers and head timers for all shifts are required to attend.**

The time and meeting link will be sent out via email.

RELAY TAKE-OFF (“JUMP”) JUDGES – MEET AT CLERK OF COURSE TENTS

Each club is to fill **ONE** judge position for the Mixed, Medley and Freestyle Relays on the indicated days.

*****This position cannot be split into shifts or shared between workers. One person must serve as Relay Take-Off Judge for all three relays*****

Thursday – DIVE WELL (Boys) Course;

Concord Hills	1 judge for lanes 1-4, finish end of pool, corner
Knoxville Racquet Club	1 judge for lanes 1-4, finish end of pool, center
Maryville-Alcoa	1 judge for lanes 5-8, finish end of pool, center
Jefferson City	1 judge for lanes 5-8, finish end of pool, corner
Peninsula Club	1 judge for lanes 1-4, turn end of pool, corner
Beaver Brook	1 judge for lanes 1-4, turn end of pool, center
Cherokee	1 judge for lanes 5-8, turn end of pool, center
Green Meadow	1 judge for lanes 5-8, turn end of pool, corner

Thursday SCOREBOARD (Girls) Course;

Sugarwood	1 judge for lanes 1-5, finish end of pool, corner
Pilot Family YMCA	1 judge for lanes 1-5, finish end of pool, center
Crestwood	1 judge for lanes 6-10, finish end of pool, center
Gulfwood	1 judge for lanes 6-10, finish end of pool, corner
Village Green	1 judge for lanes 1-5, turn end of pool, corner
Whittington Creek	1 judge for lanes 1-5, turn end of pool, center
Fox Den	1 judge for lanes 6-10, turn end of pool, center
Sevier Aquatic Club	1 judge for lanes 6-10, turn end of pool, corner

CLERK OF COURSE – MEET AT CLERK OF COURSE TENTS

Each club is to provide the number of workers indicated below to assist the Clerk of Course on the indicated days.

THURSDAY	Cherokee (2)	Lenoir City (1)
	Concord Hills (2)	National Fitness (2)
	Crestwood (2)	Tennova Family YMCA (2)
	Emerald Youth (2)	Peninsula Club (2)
	Gettysvue (2)	Jefferson City (2)
	Green Meadow (4)	University Swim Club (1)
	Gulfwood (2)	Pilot Family YMCA (2)
	Kingston (2)	Village Green (4)
	Knoxville Racket Club (4)	AJCC (2)
	FRIDAY	Concord Hills (2)
	Crestwood (2)	Newport/Cocke County (1)
	Emerald Youth (2)	Peninsula Club (1)
	Fox Den (2)	Jefferson City (4)
	Gettysvue (2)	Pilot Family YMCA (2)
	Green Meadow (2)	Village Green (2)
	Kingston (2)	Whittington Creek (2)
	Knoxville Racket Club (4)	
SATURDAY	Concord Hills (2)	Knoxville Racket Club (2)
	Crestwood (2)	National Fitness (2)
	Green Meadow (2)	Jefferson City (2)

CLERK OF COURSE & HOSPITALITY

Each team is to provide the following number of people to work in Clerk of Course or hospitality.

	Thursday	Friday	Saturday
Gulf Park (Clerk of Course)	6	6	6
Sugarwood (Hospitality)	2	2	2

HEAT SHEET SALES

Team will provide 2 workers to work each shift.

		Thursday	Friday	Saturday
University Swim Club (Heat sheets)	Shift 1	Noon – 3pm	7am – 10am	8:30am – 11:30am
	Shift 2	3pm – 6pm	10am – 1pm	11:30am – 2:30pm

POSTERS, & HEAT WINNER RIBBONS

Each team is to provide the following number of people to pass out heat winner ribbons and to post results. Positions can be split into 2 shifts on Thursday and Friday, and 2 shifts on Saturday

	Thursday	Friday	Saturday
Beaver Brook (Heat winner ribbons)	2	2	-
Village Green (Post Results)	2	2	2

WORKER CHECK-IN

Team will provide TWO people each day. **ONE person will serve as the head of Worker Check-in for the day** This position cannot be split into shifts or shared between workers. One person must serve as Head of Check-in for the full day. **ONE** additional worker is needed per shift and does not have to be the same person each shift. Worker Check-In will need to report to the Meet Management Room and will work the following times. The ending time of each shift will depend on when all workers check in.

	Thursday	Friday	Saturday
Beaver Brook	2	2	2
	Shift 1: 1:00-3:00	Shift 1: 7:00-9:00 AM	Shift 1: 8:30-10:30 AM
	Shift 2: 4:00-5:00	Shift 2: 10:30-11:30 AM	Shift 2: 12:00-2:00 PM

AWARDS PROCESSING – MEET AT UPSTAIRS MEET MANAGEMENT ROOM AFTER CHECKING IN SATURDAY ONLY – Each club is to provide **ONE** worker for shift 1 and **TWO** workers for shift 2 until end of meet to help process team medals & ribbons.

	Saturday Shift 1	Saturday Shift 2
Knoxville Racket Club	1 worker	2 workers
Green Meadow	1 worker	2 workers

RUNNERS – MEET AT BOYS CLERK OF COURSE TENT AFTER CHECKING IN

Each club is to provide **ONE** runner **ALL DAY** on the indicated day.

Thursday	Runner 1	National Fitness	Runner 4	Green Meadow
	Runner 2	Cherokee	Runner 5	Peninsula Club
	Runner 3	Jefferson City	Runner 6	Knoxville Racquet Club
Friday:	Runner 1	National Fitness	Runner 4	Green Meadow
	Runner 2	Tennova Family YMCA	Runner 5	Pilot Family YMCA
	Runner 3	Jefferson City	Runner 6	Knoxville Racquet Club
Saturday:	Runner 1	Knoxville Racquet Club		
	Runner 2	Green Meadow		
	Runner 3	Village Green		

Summary by Team – BE SURE TO READ OVER DETAILS OF EACH JOB

Team	Thursday (2 shifts)	Friday (2 shifts)	Saturday (2 shifts)
BBBF	2 Timers 2 Volunteer Check-In 2 Heat Winner Ribbons 1 Relay Judge **filled by 1 person**	2 Timers 2 Volunteer Check-In 2 Heat Winner Ribbons	2 Timers 2 Volunteer Check-In
CCC	2 Timers 2 Clerk of Course 1 Runner 1 Relay Judge **filled by 1 person**	2 Timers	-
CLINTON	2 Timers	2 Timers	-
CHP	2 Timers 2 Clerk of Course 1 Relay Judge **filled by 1 person**	2 Timers 2 Clerk of Course	2 Timers 2 Clerk of Course
CWH	2 Timers 2 Clerk of Course 1 Relay Judge **filled by 1 person**	2 Timers 2 Clerk of Course	2 Clerk of Course
EYF	2 Clerk of Course	2 Clerk of Course	-
FDCC	1 Relay Judge **filled by 1 person**	2 Clerk of Course	-
GCC	2 Timers 2 Clerk of Course	2 Timers 2 Clerk of Course	2 Timers
GMST	2 Timers 4 Clerk of Course 1 Runner 1 Relay Judges ** filled by 1 person**	2 Timers 2 Clerk of Course 1 Runner	2 Timers 2 Clerk of Course 1 Runner 2 Awards Processing (see Awards section for details)
GP	Clerk of Course Organizer	Clerk of Course Organizer	Clerk of Course Organizer
GW	2 Timers 2 Clerk of Course 1 Relay Judges ** filled by 1 person**	2 Timers	-
KST	2 Clerk of Course	2 Clerk of Course	-
KRC	2 Timers 4 Clerk of Course 1 Relay Judge **filled by 1 person** 1 Runner	2 Timers 4 Clerk of Course 1 Runner	2 Timers 2 Clerk of Course 1 Runner 2 Awards Processing (see Awards section for details)
LCB	2 Timers 1 Clerk of Course	2 Timers	-
MAFD	2 Timers 1 Relay Judge **filled by 1 person**	2 Timers 2 Clerk of Course	-
MBGC	-	-	-
NCC	-	1 Clerk of Course	-
NFC	2 Timers 2 Clerk of Course 1 Runner	2 Timers 1 Runner	2 Clerk of Course
ORCA	-	-	-
PC	1 Head Timer 2 Clerk of Course 1 Runner 1 Relay Judge **filled by 1 person**	1 Head Timer 1 Clerk of Course	1 Head Timer

Team	Thursday (2 shifts)	Friday (2 shifts)	Saturday (2 shifts)
PFY	2 Clerk of Course 1 Relay Judge **filled by 1 person**	2 Clerk of Course 1 Runner	-
RWST	-	-	-
SAC	1 Head Timer 2 Timers 1 Relay Judge **filled by 1 person**	1 Head Timer 2 Timers	-
SWSR	2 Timers 1 Relay Judge **filled by 1 person** 2 Hospitality	2 Timers 2 Hospitality	2 Timers 2 Hospitality
TFY	2 Clerk of Course	1 Runner	-
JCSC	2 Timers 2 Clerk of Course 1 Relay Judge **filled by 1 person** 1 Runner	2 Timers 4 Clerk of Course 1 Runner	2 Timers 2 Clerk of Course
USC	2 Heatsheets 1 Clerk of Course	2 Heatsheets	2 Heatsheets
VG	2 Timers 4 Clerk of Course 1 Relay Judge **filled by 1 person** 2 Posters	2 Timers 2 Clerk of Course 2 Posters	2 Timers 1 Runner 2 Posters
WCST	2 Timers	2 Timers 2 Clerk of Course	-
SMOKS	2 Clerk of Course		

If you have any questions about Worker Assignments, email Cary Smith at carys14@gmail.com.