

## **BullPen**

- Get all the boys or girls in your age group ready for their events about 5-6 events prior
- Line up all the kids (for relays group them by relay and what size of the lane they need to be on) and walk them over to their lanes (see map to know what side)
- Check them in with the Lane Manager

## **Lane Manager**

- Getting all the boys or girls in your age lane(s) ready for their events
- Make sure they know when to get into the water and are ready

## **Timer**

- Time Events and Record on timing sheets
- Once the event has been timed, be ready to hand your timing sheet over to the runner who will pick them up after each event
- If your stop watch malfunctions, flag the head timer down and they will bring you a new stop watch that they have started at the beginning of the heat.

## **Runner**

- After each event, go and get all the time cards from each lane
- Keep them in lane order
- Go to the Place Judge table and get the Place Judge card from them and staple all together with place judge card on top.
- Put into basket
- After about 8 events, run the stapled event sheets up to the computer station at the top of the veranda

## **Place Judge**

- Mark what lane came in what place on the Place Judge Sheets
- Some events are combined so split up those events and each place judge do 1 event
  - Girls will be grouped together/ boys will be grouped together to make it easier to watch
- Help each other out because it can be hard to write and watch if swimmers are coming in close to each other on events that are not combined.

## **Head Timer**

- Start stop watch at the beginning on each heat. Watch for timers to flag you – if they need your stop watch. Sometimes timers miss the start or the stop watch malfunctions. You have a back-up stop watch for them in those cases.

## **Ribbons**

- Put stickers on the correct place ribbon
- File into filing boxes by swimmer

## **Concession**

- Sell Concessions 😊

## **Concession – Grill**

- Grill hamburgers/hot dogs and wrap in foil. Then bring to concessions