

Aquatica Synchro Club

A successful swim meet requires the assistance of many volunteers. The following list explains all of the volunteer roles that comprise a synchronized swim meet

MEET MANAGEMENT

<p>Head Referee</p>	<ul style="list-style-type: none"> • The Head Referee presides over the Figures events • Reviews the script and the Draw (list of the order in which the athletes will compete) provided by the Meet Manager before the event begins • Ensure he/she has all the draw sheets and scorers have their score sheets • Ensures the name of the Figure is posted and visible to judges (changes the sign before each new Figure begins) • Checks with the Scorekeepers to ensure they are ready • Checks with the Assistant Referee to ensure the competitors are ready • Checks with the Judges to ensure they are ready • Starts the event by following the script provided by the Meet Manager – which includes announcing that the competition is beginning, the event, and the name of the Figure • Announces the competitor number (according to the Draw) • After the athlete has completed their Figure and starts to swim off the Head Referee asks the judges to “flash” their scores – Judges will hold up their score cards • Reads out Judges’ scores for the Scorekeepers in a consistent format, i.e. “six point one, six point zero, six point five...” • Always reads the scores in the same order – i.e. from the judge closest to you to farthest away (or vice versa) • Controls the flow of the event - not too fast or too slow. We want to keep things moving along efficiently – but if the scorekeepers are having a hard time keeping up they will let you know and you will slow down the event so they can catch up. <p>(Tip: I like to keep the tip of my pencil next to the number of the competitor that is performing their Figure – by doing this I don’t lose track of what number we’re on)</p>	
<p>Head Scorekeeper</p>	<ul style="list-style-type: none"> • Records scores on the Lead Scoring Sheet as they are read by the Head Referee • The Head Scorekeeper records the marks across the page and then totals the scores (Note: calculators are provided – but some volunteers don’t like the large format buttons – you can bring your own if you prefer) • Ensures all three scorekeepers’ totals are the same • Asks the Head Referee to slow down if the scores are being read too fast • Asks for a pause if the scorekeepers need to catch up • After each Figure is completed by all competitors, signs the score sheet • Gathers all three completed score sheets and puts them aside for the Meet Manager (or their designate) for pick-up. <p>Sample of Head Scorekeepers sheet:</p>	

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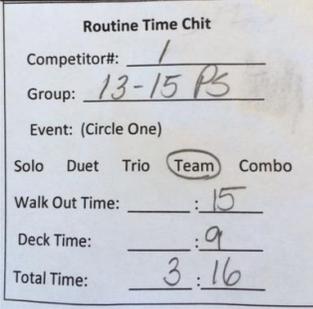
WEB

aquaticasynchro.com

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	<ul style="list-style-type: none"> Competitors are in place in front of the judges and start their Figure when the Head Referee announces their competitor number <p>Note: The important thing is to make sure you start with the right competitor number and that they stay in order – again, more experienced athletes are used to this – the younger ones may need a little more shepherding. 😊</p>	
Timer	<p>Routines are timed to ensure they are within the maximum time limits prescribed for the event. Timers use a stopwatch (provided) or their Smart Phone to time the routines. Typically there are two or three timers. They confer after the routine and write the times on a Routine Time Chit, which is picked up by a Runner and submitted to the people recording the routine scores and times into the system.</p> <p>Three separate parts of the routine are timed.</p> <p>1) Walk on: There will be an orange marker across the bulkhead and the athletes will line up behind the marker. Start your stopwatch when <u>first step</u> is taken over the marker. Stop your stopwatch when the movement on the bulkhead stops. Record this time. Quickly hit Reset on the stopwatch (iPhone).</p> <p>2) Deck Time: Start your stopwatch when music starts. Hit "Split" (or tap "Lap" on your Smart Phone timer) when the <u>last person's</u> foot leaves the deck.</p> <p>3) Routine time: Because you hit "Split" (or "Lap") your stopwatch continued to time the routine. This is because the routine time <u>starts</u> when the music starts <u>ends</u> when the music ends, so you want the Deck Time included. Hit "stop" (or "Lap" on your Smart Phone) when the music stops.</p> <p>Confer with the other timers. Record Walk On, Deck Time (lap 1) and Routine Time (lap 2) on the Routine Time Chit provided. The competitor #, group, and event will already be completed on the chit.</p> <p>Hit Reset to get ready for the next routine.</p> <p><i>(Tip 1: If you're using a Smart Phone hit "Lap" instead of stop, just in case the music isn't actually over (if there is a pause in the music it's an easy mistake to think its over.)</i></p> <p><i>(Tip 2: Practice at home... have your daughter show you her walk on and deck work and practice with the stopwatch (clock) on you iPhone.)</i></p> <p>Sample of a Routine Time Chit:</p> <ul style="list-style-type: none"> - minutes are recorded on the left of the colon - seconds are recorded on the right of the colon 	

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<p>Officials' Hospitality</p>	<p>This person ensures that food/snacks are available for the judges' breaks and that water bottles are available for judges and on deck volunteers.</p> <p>It is best if food and drinks are bought, made, or ordered in advance. This is a one or two person per meet job depending on the size of the meet.</p>	
<p>Runner</p>	<p>Runners collect Score Chits from judges after each routine and bring them to the people at the scoring table, and they also collect the Routine Time Chit from the Timers.</p> <p>This is the only job that does not require the volunteers to be 18 years of age, so it's a great opportunity for siblings/friends to get involved.</p>	
<p>Awards</p>	<p>Prepares ribbons and medals (including labels indicating level and placement) for presentation by the Club President and/or Head Coach at meets that are hosted by Aquatica.</p>	