

CRR CERTIFIED JOB DESCRIPTIONS 2006

The Greater Richmond Aquatic League (GRAL) requires that volunteers be certified or trained in certain volunteer positions. A certified position requires attendance at a short training class with a written exam (usually open book). A trained position requires attendance at a short training class (typically 1 hour); however, no test is required. Certification/Training renewal classes are required every 2 years, except for Referee, which must recertify each year.

Detailed descriptions of certified and trained positions can be found on the GRAL website at www.gralva.com. The descriptions are located in the GRAL Handbook in Section XIII – Meet Officials Responsibilities and Training Requirements. In some cases, Church Run divides job responsibilities differently from GRAL. Please call a Church Run Board member to obtain specifics.

MEET DIRECTOR (Trained)

The Meet Director is responsible for working with the set up crew to ensure the pool deck is ready for the meet. During the meet, the Meet Director will help the Parent Rep with parent volunteers. In addition, the Meet Director makes sure a lifeguard is in the stand at all times and the other lifeguard is emptying trash and maintaining the bathrooms. At the end of the meet, the Meet Director works with the parent volunteers to clean up and put the deck back together. In case of inclement weather, the Meet Director, along with the 2 Parent Reps (one from each team), makes any decisions to delay or postpone the meet. A one time training session is required.

REFEREE (Certified)

The Referee shall run the meet. The Referee should be fully cognizant of the job responsibilities and rules governing the performance of the Clerk of Course, Starter, Strokes and Turns Judges, Tableworkers, computer functions and Scorer. The Referee shall be aware of any concerns that arise during the conduct of the meet in any of these areas and be prepared to intervene to resolve those concerns.

Training prerequisite - The Referee must have worked four full meets as a Strokes and Turns Judge prior to becoming a Referee. Please refer to the GRAL Handbook for additional detailed yearly training requirements.

CLERK OF COURSE (Certified)

Three parents work the Clerk of Course at all times. One of the parents must be certified. Since the meets are preseeded, the certified Clerk must know how to add swimmers, combine heats and seed relays. The Clerk must maintain the flow of the meet and ensure that swimmers are ready to swim when their heat is called to the blocks.

Clerk #1 calls the swimmers' names and tells them what heat and lane they are in based on the preprinted Meet Program.

Clerk #2 ensures that swimmers are on the right bench and in lane order before they leave the Clerk to go behind the blocks.

Clerk #3 takes the swimmers from the benches to the chairs behind the blocks. He/she also ensures the swimmers remain in the right order and move up to the blocks when called.

STARTER (Certified)

The Starter is in control of the meet from the sound of the Referee's whistle until a successful start is completed. GRAL uses electronic starters, which are operated by the Starter to signify the start of each heat.

STROKES & TURNS JUDGE (Certified)

The Strokes & Turns Judge evaluates each swimmer to assure that the designated strokes and turns for the event are being performed in accordance with USS rules. Four or more qualified adults shall serve as Strokes & Turns Judges at all regular season meets. A Strokes & Turns Judge must raise his/her arm when an infraction is seen. Strokes & Turns Judges must sign or initial each disqualification card, specifying the infraction.

HEAD TABLE WORKER (Trained)

The Head Tableworker oversees the Tableworkers and Ribbon Writers. The Tableworkers receive information from the runners and process it for data entry. Information includes Lane/Timer Sheets and DQ cards. Once results are prepared, by the computer rep and data entry volunteers, the Head Tableworker posts the results.