

2009 CSA CITY MEET TEAM ASSIGNMENTS

JOB	TEAM	# of workers	
OPERATIONS:	GSO ELKS	10	
SCORING TENT:	GCC	5	
MERCHANDISE TENT:	SHERWOOD	5	
HOSPITALITY TENT:	FRIENDLY	10	
CLERK OF COURSE:	GREEN VALLEY	5	
	HP ELKS	5	
PARADE COORDINATOR:	GRANDOVER	3	
INFORMATION TENT/BADGES:	CARDINAL	3	
POOL MONITORS:	OAK RIDGE	4	
AWARDS:	HAMILTON LAKES	4	
	RIDGEWOOD	4	
CLEAN UP (6 SESSIONS):	HENSON FARMS	4	
SECURITY:	YMCA	4	
ANNOUNCERS:			
DAY ONE: THURSDAY	CARDINAL CC	1	7:45 A.M. - 10:45 A.M.
	FRIENDLY	1	7:45 A.M. - 10:45 A.M.
	LAKE JEANETTE	1	10:45 A.M. - 1:30 P.M.
	HAMILTON LAKES	1	10:45 A.M. - 1:30 P.M.
	GREENSBORO C.C.	1	2:15 P.M. - 5:15 P.M.
	OAK RIDGE	1	2:15 P.M. - 5:15 P.M.
	BUR-MIL	1	5:15 P.M. - 7:30 P.M.
	SOUTHEAST	1	5:15 P.M. - 7:30 P.M.
DAY TWO: FRIDAY			
MORNING SESSION:	LAWNDALE	1	
	LAKE JEANETTE	1	
AFTERNOON SESSION:	FOREST OAKS	1	
	OAK RIDGE	1	
DAY THREE: SATURDAY			
MORNING SESSION:	GCC	1	
	GREEN VALLEY	1	
AFTERNOON SESSION:	FOREST OAKS	1	
	OAK RIDGE	1	

CLERK OF COURSE

GREEN VALLEY AND HIGH POINT ELKS HAVE BEEN ASSIGNED THE REPSONSIBILITY TO **MANAGE** THE CLERK OF COURSE.

WORKERS NEED TO REPORT TO THE CLERK OF COURSE 45 MINUTES PRIOR TO THE START OF EACH SESSION TO ASSIST WITH PAPERWORK AND SET-UP DUTIES. EACH CLUB IS RESPONSIBLE FOR PROVIDING WORKERS FOR THE ENTIRE SESSION.

WORKERS SHOULD REPORT TO THE HEAD OF CLERK OF COURSE AT TIMES SHOWN BELOW FOR PRE-SESSION INSTRUCTIONS.

THURSDAY, JULY 9TH (WORKERS REPORT AT 8:45 AM)			FOR THURSDAY, EACH TEAM LISTED MUST PROVIDE THE NUMBER OF WORKERS SHOWN FOR THE <u>ENTIRE DAY</u> (BOTH SESSIONS). YOU MAY SCHEDULE WORKERS IN SHIFTS (2 HR. MINIMUM) IF YOU PREFER. PLEASE COMMUNICATE ANY PERSONNEL CHANGES TO THE HEAD OF COC PRIOR TO THE SESSION. WE CANNOT MANAGE COC SHORTHANDED! MEET SESSIONS WILL BE APPX. 4 HRS. EACH. FIRST SESSION: WORKERS REPORT AT 8:45 AM SECOND SESSION: WORKERS REPORT AT 2:45 PM
GREEN VALLEY	4	WORKERS	
HIGH POINT ELKS	4	WORKERS	
GCC	2	WORKERS	
GSO ELKS	2	WORKERS	
OAK RIDGE	2	WORKERS	
HAMILTON LAKES	2	WORKERS	

FRIDAY, JULY 10TH					
<u>MORNING SESSION</u> (WORKERS REPORT AT 7:45 AM)			<u>AFTERNOON FINALS</u> (WORKERS REPORT AT 4:00 PM)		
GREEN VALLEY	5	WORKERS	HIGH POINT ELKS	4	WORKERS
HAMILTON LAKES	4	WORKERS	ADAMS FARM	3	WORKERS
BUR-MIL	2	WORKERS	HENSON FARMS	2	WORKERS
STARMOUNT CC	3	WORKERS	RIDGEWOOD	3	WORKERS
FOREST OAKS	2	WORKERS	SEDFILED CC	2	WORKERS

SATURDAY, JULY 11TH					
<u>MORNING SESSION</u> (WORKERS REPORT AT 7:45 AM)			<u>AFTERNOON FINALS</u> (WORKERS REPORT AT 4:00 PM)		
HIGH POINT ELKS	5	WORKERS	GREEN VALLEY	4	WORKERS
BUR-MIL	4	WORKERS	SEDFIELD	3	WORKERS
LAWNDALE	3	WORKERS	SHERWOOD	2	WORKERS
BATTLE FOREST	2	WORKERS	SOUTHEAST	2	WORKERS
PINETOP	2	WORKERS	CARDINAL CC	3	WORKERS

COMMUNITY SWIM ASSOCIATION
2009 CITY CHAMPIONSHIP MEET
THURSDAY, JULY 9, 2009

MORNING SESSION

Warm ups begin at 8:00 A.M. Event 79 will start at 9:30 A.M. All events are timed finals.
6 & UNDER (B&G), 8 & UNDER (B&G), 9-10 GIRLS ONLY

<u>GIRLS EVENT #</u>	<u>AGE</u>	<u>EVENT</u>	<u>BOYS EVENT #</u>
79	9 & 10	200 YD FREE RELAY	AFTERNOON
80	8 & UNDER	100 YD FREE RELAY	81
82	6 & UNDER	100 YD FREE RELAY	83
84	8 & UNDER	25 YD BREAST	85
86	9 & 10	50 YD BREAST	AFTERNOON
87	6 & UNDER	25 YD BACKSTROKE	88
89	8 & UNDER	25 YD BACKSTROKE	90
91	9 & 10	50 YD BACKSTROKE	AFTERNOON
92	6 & UNDER	25 YD FREESTYLE	93
94	8 & UNDER	25 YD FREESTYLE	95
96	9 & 10	50 YD FREESTYLE	AFTERNOON
97	8 & UNDER	25 YD BUTTERFLY	98
99*	9 & 10	50 YD BUTTERFLY	AFTERNOON

*estimated finish is 1:30 P.M.

ONE HOUR BREAK

Warm ups will begin 1 hour after Event 99 is completed.

AFTERNOON SESSION

Each team will have 20 minutes for warm ups.

13-18 (B&G), 11-12 (B&G), 9-10 BOYS ONLY

MORNING	9 & 10	200 YD FREE RELAY	100*
101	11 & 12	200 YD FREE RELAY	102
103	13 - 18	200 YD FREE RELAY	104
MORNING	9 & 10	50 YD BREAST	105
106	11 & 12	50 YD BREAST	107
108	13 - 18	50 YD BREAST	109
MORNING	9 & 10	50 YD BACKSTROKE	110
111	11 & 12	50 YD BACKSTROKE	112
113	13 - 18	50 YD BACKSTROKE	114
MORNING	9 & 10	50 YD FREESTYLE	115
116	11 & 12	50 YD FREESTYLE	117
118	13 - 18	50 YD FREESTYLE	119
MORNING	9 & 10	50 YD BUTTERFLY	120
121	11 & 12	50 YD BUTTERFLY	122
123	13 - 18	50 YD BUTTERFLY	124**

* estimated start time is 3:30 P.M.

** estimated finish time is 7:30 P.M.

COMMUNITY SWIM ASSOCIATION
2009 CITY CHAMPIONSHIP MEET
ORDER OF EVENTS

FRIDAY, JULY 10TH

TRIALS START 8:30 AM (WARM-UPS AT 7:00 AM AND 7:40 AM)
FINALS START 4:45 PM (WARM-UPS AT 3:30 AND 4:00 PM)

<u>GIRLS</u>	<u>AGE</u>	<u>EVENT</u>	<u>BOYS</u>
1	8 & UNDER	25 YD BACKSTROKE	2
3	9 & 10	25 YD BACKSTROKE	4
5	11 & 12	50 YD BACKSTROKE	6
7	13 - 14	50 YD BACKSTROKE	8
9	15 - 18	50 YD BACKSTROKE	10
11	8 & UNDER	50 YD FREESTYLE	12
13	9 & 10	100 YD FREESTYLE	14
15	11 & 12	100 YD FREESTYLE	16
17	13 - 14	100 YD FREESTYLE	18
19	15 - 18	100 YD FREESTYLE	20
21	8 & UNDER	25 YD BREASTROKE	22
23	9 & 10	50 YD BREASTSTROKE	24
25	11 & 12	50 YD BREASTSTROKE	26
27	13 - 14	50 YD BREASTSTROKE	28
29	15 - 18	50 YD BREASTSTROKE	30
31	8 & UNDER	100 YD MEDLEY RELAY	32
33	9 & 10	200 YD MEDLEY RELAY	34
35	11 & 12	200 YD MEDLEY RELAY	36
37	13 - 14	200 YD MEDLEY RELAY	38
39	15 - 18	200 YD MEDLEY RELAY	40

SATURDAY, JULY 11TH

TRIALS START 8:30 AM (WARM-UPS AT 7:00 AM AND 7:40 AM)
FINALS START 4:45 PM (WARM-UPS AT 2:45 AND 3:15 PM)

41	8 & UNDER	25 YD BUTTERFLY	42
43	9 & 10	50 YD BUTTERFLY	44
45	11 & 12	50 YD BUTTERFLY	46
47	13 - 14	50 YD BUTTERFLY	48
49	15 - 18	50 YD BUTTERFLY	50
51	8 & UNDER	25 YD FREE	52
53	9 & 10	50 YD FREE	54
55	11 & 12	50 YD FREE	56
57	13 - 14	50 YD FREE	58
59	15 - 18	50 YD FREE	60
61	9 & 10	100 YD IM	62
63	11 & 12	100 YD IM	64
65	13 - 14	100 YD IM	66
67	15 - 18	100 YD IM	68
69	8 & UNDER	100 YD FREE RELAY	70
71	9 & 10	200 YD FREE RELAY	72
73	11 & 12	200 YD FREE RELAY	74
75	13 - 14	200 YD FREE RELAY	76
77	15 - 18	200 YD FREE RELAY	78

Thursday July 9th

Morning Timed Finals Session

First Warm-up : 8:00 A.M. until 8:30 A.M.
Second Warm-up: 8:40 A.M. unit 9:10 A.M.
Meet Starts: 9:30 A.M.
Estimated Finish: 1:30 P.M.

Afternoon Timed Finals Session

First Warm-up : 2:30 P.M. until 2:50 P.M.
Second Warm-up: 2:50 P.M. until 3:10 P.M.
Meet Starts: 3:30 P.M.
Estimated Finish: 7:30 P.M.

Friday July 10th

Morning Prelims Session

First Warm-up : 7:00 A.M. until 7:30 A.M.
Second Warm-up: 7:40 A.M. until 8:10 A.M.
Meet Starts: 8:30 A.M.
Estimated Finish: 12:00 P.M.

Afternoon Finals Session

First Warm-up : 3:30 P.M. until 4:00 P.M.
Second Warm-up: 4:00 P.M. until 4:30 P.M.
Meet Starts: 4:45 P.M.
Estimated Finish: 6:45 P.M.

Saturday July 11th

Morning Prelims Session

First Warm-up : 7:00 A.M. until 7:30 A.M.
Second Warm-up: 7:40 A.M. unit 8:10 A.M.
Meet Starts: 8:30 A.M.
Estimated Finish: 12:00 P.M.

Afternoon Finals Session

First Warm-up : 2:45 P.M. until 3:15 P.M.
Second Warm-up: 3:15 P.M. until 3:45 P.M.
Parade Begins: 4:10 PM
First Call : Events 41 through 44 4:35 P.M.
Meet Starts: 4:45 P.M.
Estimated Finish: 6:45 P.M.

DAY ONE STROKE & TURN ASSIGNMENTS

MORNING SESSION

Officials report to scoring tent at 9:00 a.m.

Session runs from 9:30 a.m. until 1:30 p.m. (estimated)

		LANES 1 & 2	LANES 3 & 4	LANES 5 & 6	LANES 7 & 8	LANES 9 & 10	RELIEF
START END		FRIENDLY	FOREST OAKS	GCC	ADAMS FARM	HENSON FARM	BUR-MIL

		SOUTHEAST	STARMOUNT	GREEN VALLEY	GRANDOVER	HAMILTON	LAWNDALE
TURN END							

AFTERNOON SESSION

Officials report to scoring tent at 3:00 p.m.

Session runs from 3:30 p.m. until 7:30 p.m. (estimated)

		LANES 1 & 2	LANES 3 & 4	LANES 5 & 6	LANES 7 & 8	LANES 9 & 10	RELIEF
START END		HP ELKS	PINETOP	LAKE JEANETTE	SHERWOOD	YMCA	SEDGEFIELD

		BATTLE FOREST	CARDINAL	RIDGEWOOD	OAK RIDGE	GSO ELKS	
TURN END							

TO TEAM REPS:

YOUR TEAM IS RESPONSIBLE FOR SUPPLYING ONE (1) OFFICAL FOR AN ENTIRE SESSION, WHICH IS APPROX. 4 HOURS IN LENGTH. YOU MAY WISH TO SPLIT THIS JOB BETWEEN 2 PEOPLE.

OFFICIALS ARE TO WEAR CSA CREDENTIALS WHILE ON DECK

TIMERS

HEAD TIMERS

THURSDAY, JULY 9TH		
<u>LANES 1 - 5</u> YMCA	MORNING SESSION	<u>LANES 6 - 10</u> HIGH POINT ELKS
GRANDOVER	AFTERNOON SESSION	HENSON FOREST

FRIDAY, JULY 10TH		
<u>LANES 1 - 5</u> BATTLE FOREST	MORNING SESSION	<u>LANES 6 - 10</u> PINETOP
LAWNDALE	AFTERNOON SESSION	BUR-MIL

SATURDAY, JULY 11TH		
<u>LANES 1 - 5</u> FOREST OAKS	MORNING SESSION	<u>LANES 6 - 10</u> SEDFIELD CC
CARDINAL CC	AFTERNOON SESSION	SOUTHEAST

LANE TIMERS (2 PER CLUB) ALL SESSIONS

<u>LANE</u>	
1	OAK RIDGE
2	SHERWOOD
3	GREEN VALLEY
4	HAMILTON LAKES
5	GREENSBORO CC
6	FRIENDLY
7	HIGH POINT ELKS
8	GREENSBORO ELKS
9	LAKE JEANETTE
10	ADAMS FARM

ALL TIMERS AND HEAD TIMERS ARE REQUIRED TO PROVIDE THEIR OWN WATCHES.

HEAD TIMERS PROVIDE BACK-UP TIMES AND WATCHES IN THE EVENT A LANE TIMER'S WATCH MALFUNCTIONS. YOU ARE RESPONSIBLE FOR TIME SHEETS, PENCILS AND CLIPBOARDS FOR EACH LANE THAT YOU ARE ASSIGNED. THESE SUPPLIES CAN BE PICKED UP AT THE SCORING TENT 15 MINUTES PRIOR TO THE START OF EACH SESSION. YOU ARE RESPONSIBLE FOR COLLECTING THESE ITEMS AND RETURNING THEM AFTER EACH SESSION.

WARM - UPS

ALL WARM-UP SESSIONS WILL BEGIN WITH A GENERAL LAP SWIM IN A CIRCLE SWIM PATTERN. SWIMMERS MUST ENTER THE POOL FEET FIRST. NO SPRINTS OR DIVING FROM THE DECK OR STARTING BLOCKS 10 MINUTES PRIOR TO THE END OF EACH WARM UP SESSION, THE STARTING BLOCKS WILL BE OPEN FOR STARTS AND SPRINTS. AN ANNOUNCEMENT WILL BE MADE WHEN THE BLOCKS ARE AVAILABLE. SWIMMERS SHOULD EXIT THE POOL AT THE OPPOSITE END NEAREST THE GRANDSTANDS.

TEAM LANE ASSIGNMENTS THURSDAY, JULY 9TH

<u>LANE</u>	<u>8:00 A.M./2:50 P.M.</u>	<u>LANE</u>	<u>8:30 A.M./ 2:30 P.M.</u>
1	LAKE JEANETTE	1	HAMILTON LAKES
2	GREENSBORO C.C.	2	SEDFIELD C.C.
3	LAWNDALE	3	OAK RIDGE
4	YMCA / BATTLE FOREST	4	SFCC / FOCC
5	RIDGEWOOD	5	CARDINAL
6	GRANDOVER	6	HP ELKS
7	SOUTHEAST	7	HENSON FARMS
8	BUR-MIL	8	ADAMS FARM
9	SHERWOOD / PINETOP	9	GSO ELKS
10	GREEN VALLEY	10	FRIENDLY

TEAMS MAY USE WARM UP/WARM DOWN LANES

EACH TEAM WILL HAVE 30 MINUTES IN THE POOL IN THE MORNING.
EACH TEAM WILL HAVE 20 MINUTES IN THE POOL IN THE AFTERNOON.

FRIDAY, JULY 10TH

<u>LANE</u>	<u>7:00 AM / 3:30 PM</u>	<u>LANE</u>	<u>7:40 AM / 4:00 PM</u>
1	LAKE JEANETTE	1	HAMILTON LAKES
2	GREENSBORO C.C.	2	SEDFIELD C.C.
3	LAWNDALE	3	OAK RIDGE
4	YMCA / BATTLE FOREST	4	SFCC / FOCC
5	RIDGEWOOD	5	CARDINAL
6	GRANDOVER	6	HP ELKS
7	SOUTHEAST	7	HENSON FARMS
8	BUR-MIL	8	ADAMS FARM
9	SHERWOOD / PINETOP	9	GSO ELKS
10	GREEN VALLEY	10	FRIENDLY

TEAMS MAY USE WARM UP/ WARM DOWN LANES

EACH TEAM WILL HAVE 30 MINUTES IN THE POOL.

SATURDAY, JULY 11TH

<u>LANE</u>	<u>7:00 AM / 2:45 PM</u>	<u>LANE</u>	<u>7:40 AM / 3:15 PM</u>
1	HAMILTON LAKES	1	LAKE JEANETTE
2	SEDFIELD C.C.	2	GREENSBORO C.C.
3	OAK RIDGE	3	LAWNDALE
4	SFCC / FOCC	4	YMCA / BATTLE FOREST
5	CARDINAL	5	RIDGEWOOD
6	HP ELKS	6	GRANDOVER
7	HENSON FARMS	7	SOUTHEAST
8	ADAMS FARM	8	BUR-MIL
9	GSO ELKS	9	SHERWOOD / PINETOP
10	FRIENDLY	10	GREEN VALLEY

TEAMS MAY USE WARM UP/WARM DOWN LANES

EACH TEAM WILL HAVE 30 MINUTES IN THE POOL.

THE WARM UP / WARM DOWN POOL AREA WILL BE OPEN DURING THE MEET FOR LAP SWIMMING ONLY.

6 & UNDER SWIMMERS ARE NOT PERMITTED IN THIS AREA.

Operations

A minimum of 10 volunteers will be responsible for the set-up of the pool venue on Wednesday evening prior to the start of the city meet and the breakdown immediately following the end of the meet on Saturday. Volunteers should report to Lindley Pool by 5:00 P.M. on Wednesday, July 8th.

This will serve as your check list!

Wednesday Night Set-up / Saturday Night Tear-down (Before Awards)

- The starting blocks must be installed and properly anchored. The pool has shims and wood blocks to secure any loose blocks. If they are numbered, they need to be installed in order 1-10 from right to left when viewing the pool from the starting end.
- All ladders must be removed from the racecourse and stored in the pump room under the pool.
- Lane ropes installed for short course. 50-meter ropes must be taken apart and converted to 25 yard ropes. GSA will be available to assist.
- Backstroke flag system must be installed to proper specifications. The backstroke flag system is installed in the following order:
 1. Wire cables are extended across deck from fence to fence behind deep end of pool.
 2. Flags and recall rope are attached to lead cable wire.
 3. Lead cable is picked up on each end and walked across racing lanes pulling and extending the flags and recall rope over the course.
 4. Attach cables to fence. High and tight!
 5. Position backstroke flags 15 feet from pool edge. Measurement is critical.
 6. Flags must be 7' above waterline over every lane. No exceptions.
 7. Position recall rope ½ way down racing lanes and attach loosely to guard chair. The rope must remain high above waterline and out of reach of swimmer's arms.
- Scaffolding should be positioned to straddle corner of deep end nearest starting end of pool.

- Clerk of Course area needs to be defined and set up with barricades, small bleachers, 20 X 20 tent, and chairs (4).
- Picnic tables need to be relocated inside Clerk of Course area.
- Hospitality and first aid area will require 4 tables and 8 chairs positioned against the fence line in the far corner of the baby pool.
- 2 chairs positioned behind each lane for timers.
- Chairs and 6 tables set up under scoring tent behind scaffolding at starting end of pool.
- 4 chairs set up on top of scaffolding for scoring officials and announcers.
- 8 tables and 10 chairs set up under merchandise tent in front of pool area near parking lot.
- Barricades and pylons placed in parking lot area per attached map.
- Stripe Clerk of Course area with duct tape per floor plan.

Please bring your own tools for the installation of the starting blocks, lane lines and ladders. The Lindley blocks require 9/16" sockets for installation. Do not assume that Lindley has lane rope wrenches. GSA generally assists with the lane rope installation.

Scoring Tent

This assignment requires five (5) volunteers to post Prelims results on the board located outside of the locker room facilities and assist Carl Labonge and his staff with doing odd jobs such as separating and organizing race results after they are printed.

Responsibilities include acting as runners for DQ slips, back up times, and other meet support documents.

Hard copy results are generated by the computer under the scoring tent and these results are stapled and/or tacked on the appropriate board for boys and girls.

These workers are required for all six (6) sessions and should report to the scoring table prior to the start of each timed session. They do not necessarily need to be the same workers for all sessions. Please report to Carl Labonge under the scoring tent for current day job descriptions.

The scoring tent is also responsible for creating, printing and having heat sheets available for meet officials and for sale to the general public when warm-ups begin before each session.

Heat Sheets For Friday and Saturday Evening Finals Sessions

Heat Sheets for Thursday's Sessions and Fri/Sat. morning Prelim Sessions are pre-printed and available from Carl Labonge on Monday, July 6th.

The process for creating heat sheets for evening Finals sessions on Friday and Saturday is as follows. After all morning preliminary heats are completed with times and seeding verified as correct, a computer generated heat sheet is printed from the Meet Manager software.

Finals heat sheets for Friday and Saturday are picked up by the printer by 1:00 P.M. after each morning session. A Bolder Image is our printer and they will coordinate pick up and delivery of the printed materials. The goal is to have the Finals heat sheets back to Lindley by 3 P.M. on Friday and Saturday afternoon for distribution and sale. Your responsibility is to ensure that the sets are disseminated to the below areas as soon as possible.

Two separate sets of heat sheets are generated for each session. They are:

Set One: Meet Officials

135 sets of the computer generated heat sheets (no cover, ads, etc.) are required. These sets are to be allotted and disseminated to the following groups:

4 each: Swim clubs (23) Teams will sign for these at the Merchandise Tent
10 each: Clerk of Course
1 each: Lane timer clip boards (10)
1 each: Stroke and Turn Judges clip boards (10)
Balance: Referees, Starters, Chief Judges and relief judges, etc. (13)

Set Two: General Public

These heat sheets have a cover, CSA Executive Board index, records, ads, etc. Generally, CSA offers to advertise in exchange for contributions that support the meet. Most of the corporate donations are recognized with camera ready (black and white) logo placements or small ads provided by the donor. These ads should not be larger than 1/8 of a page. Most of these ads will come from the Hospitality group. It will be their responsibility to get the ads to you well in advance of printing. You are responsible for putting together a composite "program" that includes ads and the heat sheet in time for the 1:00 pick-up by A Bolder Image printing.

The second source of advertising revenue is generated from organizations that pay for ad space. These generally come from year round swim clubs. A single page ad is \$150.00.

Thursday Heat Sheets and the Friday/Saturday Prelim Heat Sheet will be sold for \$5.00. Friday and Saturday Finals Heat Sheets will be sold for \$3.00.

General Public Heat Sheets must have every ad, sponsor, tent map, records, etc in each printing. Once delivered by the printer, these sheets are to be taken to the Merchandise tent for sale to the public.

Merchandise Tent

This job responsibility is also known as heat sheet sales. As you may know, heat sheets are the most requested item at the meet. You will be responsible for the sale of all heat sheets for both morning and afternoon sessions for all three days of the meet.

Two different heat sheets will be available for sale on Thursday morning: the "Day One" heat sheet containing only Thursday events, and the "Prelims" heat sheet containing Friday and Saturday morning preliminary events.

Team sets must be picked up and signed for by each team's CSA rep at the merchandise tent. Each team is allotted three (3) copies of Thursday/Day One and three (3) copies of Friday/Saturday Morning prelims heat sheets. No extra copies will be available for "Free". See the City Meet director for the sign-out sheet.

Finals heat sheets for Friday and Saturday are sent to the printer by 1:00 P.M. after each morning session. A Bolder Image is our printer and they will coordinate pick up and delivery of the printed materials with the scoring tent. The goal is to have the Finals heat sheets back to Lindley by 3 P.M. on Friday and Saturday afternoon ready for sale.

Preliminary heat sheets will be sold for \$5.00 and final heat sheets for \$3.00. The price is marked on the cover.

Hi-liters are an excellent revenue source with a selling price of \$1.00. An initial inventory of 24 should sell out quickly. CSA will reimburse your club for this expense. Please keep your receipt.

Steve Snyder, CSA treasurer, will provide a \$200.00 cash box. He will collect this box after each session and return it with \$200.00 for each remaining session. Please keep a tally of items sold (i.e. # of heat sheets, # of hi-liters).

Three (3) workers will need to be at the merchandise tent at all times. Perhaps the workload can be divided into 2 shifts of three for each session. This will allow for some flexibility so each parent can enjoy the meet. The merchandise tent opens when warm-ups begin at each session and closes when the day is over.

Please create your own point of purchase signs for pricing, etc. It will make your job easier if the items are priced and posted.

Hospitality

This assignment requires your club to provide food and beverages to all meet officials working the city meet Thursday, Friday, and Saturday.

CSA treasurer Steve Snyder has allotted \$1,000.00 for the purchase of light snacks, juices, sport drinks and soft drinks, ice cups, napkins and other items that will need to be supplied.

In years past, many clubs have been able to get donations from various businesses that are interested in our swimming program. Brueggers, Harris Teeter, Chick-Filet, etc. have contributed cups, ice, fruit and other supplies. Significant donors can be recognized with a heat sheet ad so long as black & white camera ready art is provided by you to the City Meet director at least ten days before the event.

Although we have funds, donations are still important. Please be aware that due to our non-profit status, any monetary donations can be used in other areas by CSA.

We will have over 75 volunteers working each session in temperatures that have averaged 90 degrees the past three years. Bottled water and soft drinks have been the most requested items.

Early morning coffee drinkers are quite pleased with a 7:00 A.M. jolt.

You will need ice chests, serving cart(s) on wheels, coffee pot, and enough cups to maintain the crew for all 6 sessions.

Historically, past hospitality teams have had four (4) volunteers per session with someone available to carry ice, equipment and stock from the parking lot to the hospitality tent.

You will have access to the hospitality tent on Wednesday night and Thursday morning to set up. Electricity is available.

Security will be on duty Wednesday, Thursday and Friday night.

Parade Set-up

This assignment requires your club to coordinate the annual parade of teams on Saturday afternoon July 11th.

Four (4) foot high stakes with laminated team's names should be erected before the start of warm ups on Saturday afternoon. They should begin at the large entrance near the clerk of course and wrap around the building to the front area near the parking lot. Teams will gather behind the stakes for the parade line up. The stakes need to be collected after the parade begins. Teams will line up in the reverse order of finish from the city meet 2008.

The 2009 parade order is as follows:

Bur-Mil Marlins
Forest Oaks CC
Lawndale Lizards
Starmount Forest CC Sting Rays
Battle Forest Barracudas
Southeast Swim
Pinetop Swim & Tennis Club
Sedgefield CC Fins
YMCA Bears
Grandover Swim & Racquet
Henson Farms
Cardinal CC Cardinals
Ridgewood Riptide
Adams Farm Aqua Dragons
Oak Ridge Orcas
Lake Jeanette Lightning
Sherwood Swim & Racquet
Greensboro Elks Lodge
Green Valley Gators
High Point Elks
Hamilton Lakes Hornets
Greensboro CC Blue Dolphins
Friendly Frogs

We will use two way radios to communicate between the announcers and the parade coordinator. Please report to the scoring table at 3:00 P.M. for a planning meeting with the meet director.

Teams 1, 3, 5, etc. should be directed down the left side of the pool deck while the 2, 4, 6, etc. teams should be directed down the right side of the pool all the way down behind the blocks. This will ensure that all of the teams will fit on the pool deck.

Bring a United States, North Carolina and a Greensboro flag to the opening ceremonies. Also, provide a United States flag for the other sessions.

Security

This assignment requires your club to provide volunteers to limit the access of people on deck to properly marked meet officials, escorted swimmers (Clerk of Course), marked coaches, and marked CSA reps. Colored wrist bands and CSA board member badges will be distributed prior to the meet for deck access.

Four (4) volunteers must be monitoring the access entrances/exits at all times while the meet is in progress. Limited access should begin when warm-ups end. Please be flexible with swimmers since they do not have credentials. Parents do not have access at any time.

Two (2) volunteers will be stationed at the Information Desk gate, one (1) at the Clerk of Course gate and one (1) at the Scoring Tent gate.

Security in the scoring tent area is a "traffic cop" They are responsible for sending swimmers back behind the blocks after their swim to exit the pool area. No swimmer is permitted in the scoring tent area or the coach's area. Wet swimmers and electronic equipment do not mix well.

Swim coaches are not permitted in the starting area behind the blocks.

We will be using the shallow end of the pool for warm-ups and cool down. Use your best judgment in monitoring the flow of "eligible" swimmers. No 6 & under children are allowed on the pool deck or in the warm up pool unless they arrive through the Clerk of Course on Day One for an assigned event.

One (1) volunteer is required to be stationed at the meet officials' parking lot entrance. The parking lot is for meet officials only as a courtesy for their commitment and time. Security must ensure that no one abuses the privilege. Therefore, thirty (30) minutes before warm ups begin; security will close the parking lot gate with barrels and only allow vehicles with City Meet Parking passes to enter. Once the meet begins, the volunteer will be dismissed.

Awards

This assignment requires your club to provide approximately 4 workers to assist with the processing of ribbons and awards during Day One and during each afternoon session of the city championships.

Please contact (Coordinator TBA) for a complete description of duties.

Report to scoring table before each finals session begins. Day One is all "timed finals".

Clean Up

This assignment requires your club to ensure that all areas of Lindley Pool are clean and orderly. Trash must be picked up after each session on Thursday, Friday, and Saturday.

Regular "Sweeps" of the facility to empty and change garbage bags must be scheduled. Please include the scoring tent and coach's area. All garbage cans must be emptied on a timely basis; trash picked up, and lost articles placed in an area near the first aid/hospitality tent.

Garbage bags are available in the lifeguard office.

Garbage must be bagged and placed in the containers located at the far end of the parking lot. Cans must be checked every hour so that insects (bees) do not populate the area.

In the past, assigned teams have used a pick up truck to collect all the bags after each session and then hauled to the dumpster. This does not eliminate the regular task of changing bags throughout the meet.

It is highly recommended to use a gas leaf blower to "sweep" the pool deck in the areas near Clerk of Course and snack bar after each session. This makes the assignment much quicker and thorough.

All garbage cans must be emptied after each day and when the meet is over on Saturday. Many of the extra cans must be rolled to the front of the Lindley Pool complex for pick up by the city.

Lost and found items can be gathered and moved to the Lost & Found located in the life guard office area. Announcements will be made from time to time for everyone to check for missing items.

Any items of value should be taken to the scoring table and an announcement should be made to notify the crowd.

POOL MONITORS

This job requires three (3) people to watch the warm-up / warm-down pool throughout each session of City Meet. This area of the pool will be set up with lane lines to promote back and forth swimming for the sole purpose of warm up and/or warm down.

Swimmers have the tendency to use this pool for socializing and playing which creates distractions for meet officials and swimmers on the competition side of the pool venue. When swimmers gather and socialize, it is the pool monitor's responsibility to ask them to swim laps or exit the pool.

Absolutely no diving is allowed. Entry is feet-first only!

Swimmer ages 6 & under will not be allowed to use the warm up / warm down area on any day of City Meet.