

**BARRACUDA AQUATICS CLUB**  
**SPOOKTACULAR 12 & UNDER INVITATIONAL SWIM MEET**  
**October 17-18, 2009**  
**Hubert Olson Middle School – Bloomington, MN**

**WORKER REQUIREMENTS:**

Barracuda Aquatics Club will be hosting an invitational swim meet for all 12 & Under swimmers. This meet is scheduled for October 17-18, 2009 at the Hubert Olson Middle School pool located at 4551 West 102<sup>nd</sup> Street, Bloomington, Minnesota. The Barracuda Aquatics Club "Swim Meet Contract" covers this swim meet. Each family was required to sign this contract when you registered your swimmer with Barracuda Aquatics Club. The Swim Meet Contract requires all families to provide workers to this swim meet for a number of sessions as designated by the Board of Directors. It is a huge commitment to successfully host a meet and we need every family's assistance to make it happen.

Why do we host meets? Besides providing a venue where our kids can compete, swim meets provide critical revenue to the club which helps pay for the coaches' salaries, pool rental, and miscellaneous club expenses. Without the revenue generated by swim meets, your swim fees would increase significantly.

Below are the specific meet staffing requirements for the Spooktacular Invitational Swim Meet:

- We will need approximately 45-50 workers per session to run this meet. There will be one session each day for a total of two sessions.
- The BAC Board has determined that each family will be required to provide **one adult worker for a total of two (2) sessions** to provide the necessary workers to staff this event. We may need some extra workers to fill out the staff; we truly appreciate any additional volunteers your family can bring!
- Based on the scheduling and participation of workers for each session, we will try to be flexible in dealing with the membership to accommodate possible exceptions. However, if a family does not meet their work requirement, they will be charged **\$50.00 per session** not worked (maximum of **\$100.00** could be charged to your account). Again, this means that at least one adult family member must work at one session. We do not wish to make money from charges to accounts of non-workers; we need manpower to cover all the jobs at the meet. In addition this is a great way to get involved and support your swimmers and BAC. The \$100.00 maximum assessment charge to non-workers represents the minimum amount that each swimmer's dues would increase this season if we did not earn the income from hosting this meet.
- Any Barracuda Aquatics Club families that will have a swimmer participating during any portion of the short course season (September through November) are required to provide worker(s) for this meet. This includes swimmers participating on each of our swim teams: Developmental, Age Group, Junior and Senior Teams.
- If it is impossible for your family to work at this meet, it is your responsibility to contact Jeff Lee at 952-884-3703 or e-mail him at [MNFECDUDAS@aol.com](mailto:MNFECDUDAS@aol.com) to find out what job you may help with either prior to or after the meet. **PLEASE** use this option only if absolutely necessary. We need every bit of help available to us and every member is responsible for the success or failure of this meet.
- **Please note that even if you do not have a swimmer participating in this meet, you are still required to fulfill the meet worker requirement.**
- If you have a friend or family member that would like to help out during the meet, they will count toward your family work commitment as long as you take responsibility for signing them up to work and informing them of the day and time that they need to be there.

- BAC has earned an excellent reputation for running efficient and competitive swim meets. Please help us with your participation to continue this tradition.

Attached you will find a list of the jobs and descriptions that will be needed during the meet. Each of these jobs is completely trainable in a short amount of time. Please do not be concerned that you will not know how to do something. While some of the jobs do require some training and experience, most jobs just involve common sense and minor training. You will also find attached to this letter a form to fill out and return. This is where you designate your 1<sup>st</sup> and 2<sup>nd</sup> choices for the job and session that you will work. This form needs to be returned to Jeff Lee no later than **September 23rd, 2009**. Please return the form promptly as the organization of workers for this meet does take a significant amount of time and effort.

***Your immediate response will be greatly appreciated***

You can call, email or phone your responses to:

**Jeff Lee**  
**10312 Arrowwood Drive**  
**Eden Prairie, MN 55347**  
**952-884-3703**  
**[MNFECDUDAS@aol.com](mailto:MNFECDUDAS@aol.com)**

**Remember to return the form no later than September 23<sup>rd</sup>, 2009**

Shortly before the meet, you will receive a confirmation back of what jobs and sessions you have been assigned as well as your reporting times to the meet.

Thank you in advance for your willingness to help at the Spooktacular Invitational Swim Meet. Let's make this a great meet for our kids and the club!

# SPOOKTACULAR INVITATIONAL SWIM MEET JOBS

**Meet Marshal:** need 1 each session – must arrive 30 minutes before the warm-ups start time. Coordinates with Security to be sure rules of safety are being followed throughout the swimming venue. Maintains an ongoing presence on the pool deck to ensure swimmers are following rules of safety. Assists meet officials, swimmers, coaches and spectators as necessary.

**Announcer:** we need 1 for each session – must arrive 30 minutes before the start of the session. Keep track of the action in the pool for the spectators, also reports important meet information throughout the weekend.

**Clerk of Course:** need 1 each session – must arrive 15 minutes before the warm-ups start time. Monitor team check-ins, coordinate the coach changes/additions to events, coordinate positive check-ins for distance events, assist Runners when needed, etc. A third person could train on this during the meet if interested.

**Head Timer:** we need 1 each session – must arrive 30 minutes before the start of the session. Gives instructions to the timers and distributes watches, etc. Holds a timers' meeting 15 minutes before the start of the session. Runs back up watches on each event and verifies times for officials.

**Timers:** we need 16 timers for each session – must arrive 30 minutes before session start time. Two timers per lane, one person operates the stopwatch and one person pushes the electronic timing button at the finish. Timers are also responsible for lining up swimmers in the correct order according to the program and manually recording each swimmer's stopwatch time.

**Runner:** need 3 each session – must arrive 15 minutes before the start time of the session. Bring results from the timing table to the computer room and awards table. Assist timing table and meet officials with back-up times and disqualification slips.

**Timing Equipment Operators:** need 2 each session – must arrive 30 minutes before session start time. Responsible for operating the electronic timing equipment, recording times and places, reports discrepancies to meet officials. People willing to train on this position at the meet are always needed. Would be helpful to have your assistance in setting up this equipment on Saturday morning..

**Results Computer Operators:** need 1 for each session – must arrive 30 minutes before session start time. Verifies results and compiles data for awards, team standings, etc. Experience preferred. A second person could train on this during the meet if interested.

**Awards:** need 2 each session - must arrive at the start of the session and must stay until all awards for the session are distributed. Posts meet results for spectators – results will be obtained from the Results computer operator on the pool deck. Organizes awards according to results received, labels ribbons, writes certificates and disburses awards to team representatives.

**Hospitality:** need 3-4 each session. Assist with food preparation for our hospitality area, deliver drinks and snacks to workers, coaches and officials on deck.

**Concessions:** need 6 each session. Assist with concession sales, restocking and maintenance of the concessions booth and Sunday program sales.

**Program Sales:** need 2 for Saturday session and one for Sunday session – must arrive 15 minutes prior to the warm-ups start time. Sell meet programs and other items and answer general questions from spectators. Assists security workers with clean-up activities during and at the end of each session.

**Security:** need 1 each session - must arrive by the warm-ups start time. Work with the Meet Marshal to be sure rules of safety are being followed throughout the swimming venue. Also responsible for checking condition of locker rooms and directing clean up activities at the end of each session. Assist spectators and swimmers as necessary.

**Stroke and Turn Judges:** need 2-3 each session – must arrive 30 minutes before session start time. This job must be trained before the meet. Minnesota Swimming provides the necessary information and certification. Contact Gail Wollin (952-835-4384) for more information.

**Safety Officer:** need 1 each session – must arrive at start of warm-ups. Maintain pool deck presence in case of emergency, minor first aid needs, etc. Must be certified and trained before the meet. Contact coaches for more information. We are required to have a trained Safety Officer on deck; with no volunteer, we'll need to hire one!

**Pre-Meet Setup:** Set-up crews (5 minimum, preferably a few more!) needed to prepare the pool deck on Saturday morning.. Will require about 2 hours of work Saturday. Work includes running computer cable, setting up backstroke flags, putting in lane lines, roping off coaches, swim team and spectator areas and other miscellaneous tasks. Morning work includes setting up the scoreboard, assisting vendors with table set, final computer set-up, touchpad set-up, equipment testing and other stuff that always comes up.

**Post-Meet Tear-Down and Clean-up:** Tear-down crews (3-5 minimum plus additional help from workers already at the meet) needed immediately following Sunday sessions. Tear-down essentially means return the pool to the condition it was found in! Everything will need to be taken down and stored. Includes meticulous cleaning of the pool deck and stands of all garbage and mess!

## **ADDITIONAL POSITIONS AVAILABLE FOR PRE-MEET WORK!**

**Meet Directors:** Jeff Lee

**Meet Entries:** Jeff Lee

**Meet Staffing:** Jeff Lee

**Concessions Coordinator:** Todd Simmons

**Concessions Assistant:** ***OPEN AND NEEDED***

**Hospitality:** ***OPEN*** Coordinate food and drink donations from area sponsors and members for serving to meet officials, coaches and meet workers. Supervise hospitality staff in running water, drinks, and food to on-deck meet officials and coaches. Oversee hospitality area for coaches and meet officials. Works in conjunction with Concessions.

**Awards (Pre Meet):** ***OPEN*** Coordinate awards for distribution at event.

**Meet Program:** ***OPEN***

**Advertising (Pre Meet):** ***OPEN*** Coordinate and pursue paid advertising sponsors for the meet program; assist Concessions and Hospitality with food and drink donation sponsors and their ad copy; work with Meet Program director to ensure timely ad copy for program printing.

**Printing Programs (Pre Meet):** ***OPEN*** Assist with printing programs for the spectators, officials, timers and coaches on the week prior to the meet. May or may not be needed. We will determine the need as we get closer to the meet.

Any questions concerning these job descriptions may be directed to Jeff Lee, 952-884-3703 or [MNFECDUDAS@aol.com](mailto:MNFECDUDAS@aol.com).

**The attached form must be returned no later than September 23<sup>rd</sup>, 2009!**

# Spooktacular Invitational Swim Meet

## October 17-18, 2009

### Sign-Up Info/Meet Timeline

Please list your first and second choice for the session and job that you prefer. All jobs are given on a first-come, first-serve basis! Please register early to receive the job and session that you want. Each family must work at least **two** sessions. **This could mean two workers in one session or one worker in two sessions, whatever works for your family.** Extended family members and friends are also welcome to represent your family; you are responsible for scheduling them and informing them of the time and session.

**WE CAN DO THIS AND DO IT WELL IF WE ALL PULL TOGETHER AND DO OUR FAIR SHARE!!!**  
**Your help is needed and appreciated, thank you for choosing to make a difference!!**

Cleaning up after the meet is always a big job! Please take a few minutes before you leave to help pick up any garbage on deck, in the locker rooms and around the concessions and hospitality areas. Thanks for your help!

The meet schedule is as follows:

Saturday, October 17, 2009	Sunday, October 18, 2009
<p><b>Session #1</b> Warm ups start at 8:00 am Meet starts at 9:00 am</p>	<p><b>Session #2</b> Warm ups start at 8:00 am Meet starts at 9:00 am</p>

**Each session will be approximately 4-5 hours in length. You should plan on your work commitment lasting about five hours total. However, please understand you will be expected to stay on your job until the end of the session or until your job is completed.** Please refer to the job descriptions for approximate times of arrival for each job.

Please register to work as many sessions as you can (you may work more than the required amount!) and with as many people as you have available.

Swimmers will not be allowed to work on any day that they are scheduled to swim. Please do not expect or ask your swimmer to work when they are scheduled to compete!!!!

Once all positions have been filled, you will be notified of your jobs and arrival time.

# Spooktacular Invitational Swim Meet

## October 17-18, 2009

### Meet Worker Sign Up Form

The \_\_\_\_\_ family (phone # \_\_\_\_\_) will supply the following adult worker totaling two sessions. Or, two workers in one session.

<b>SESSION #1</b> <b>Saturday Morning</b> <b>October 17</b>	<b>SESSION #2</b> <b>Sunday Morning</b> <b>October 18</b>
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**Worker's Name:** \_\_\_\_\_

**Session #:**      1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

**Job Choice:**    1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

**Worker's Name:** \_\_\_\_\_

**Session #:**      1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

**Job Choice:**    1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

**\*\* If you can provide an additional worker, please indicate below** (Additional worker is not required but we welcome, and will likely need , the extra help!):

**Additional Worker's Name:** \_\_\_\_\_      **Age (if not an adult)** \_\_\_\_\_

**Session #:**      1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

**Job Choice:**    1<sup>st</sup> choice \_\_\_\_\_      2<sup>nd</sup> choice \_\_\_\_\_

NOTE: The only positions available for children under age 13 are runners for the timing table, hospitality and awards.

**PLEASE RESPOND NO LATER THAN September 23<sup>rd</sup>, 2009 TO:**

**Jeff Lee**  
**10312 Arrowwood Drive**  
**Eden Prairie, MN 55347**

**E-MAILED SIGN UPS ARE PREFERRED!! YOU CAN E-MAIL YOUR CHOICES TO:**

[MNFECDUDAS@aol.com](mailto:MNFECDUDAS@aol.com)