

## 2004 Champs Volunteer Meetings

<b><u>Officials Meeting - Thursday</u></b> <b>July 15<sup>th</sup></b> <b>IVC Pool Deck at 6:30pm</b> <b>ALL Referees, Stroke &amp; Turn &amp; other Key Volunteers are encouraged to attend.</b>		<b><u>Set-Up @ IVC Pool:</u></b> <b>Thursday, July 15 = 6 pm – 8 pm</b> <b>Friday, July 16 = 6 pm – 10 pm</b> <b>Saturday, July 17 = 6 A.M.</b>
<b><u>Desk Morning</u></b> <b>Meet 6:45 a.m. at appropriate desk</b>	<b><u>Desk First PM</u></b> <b>1<sup>st</sup> shift report at 11:30 am at appropriate desk (shallow/deep)</b>	<b><u>Desk Second PM</u></b> <b>2<sup>nd</sup> shift report at 2:30 pm at appropriate desk (shallow or deep)</b>
<b><u>Warm-up Supervisors, Pool Marshals, Gatekeepers, Results Runners</u></b>	<b><u>AM Shift Meet at 6:45 am</u></b> Report to Announcers Desk (center pool-bleacher side) for briefing then go to positions by 7:00 am. Return orange vests to Jane Gray at end of meet. <b><u>Clerks of Course, Line up Marshalls:</u></b> Meet at 7:30 at Announcer Desk and be in position by 7:45.	<b><u>First PM: Meet at 11:00 am</u></b> <b><u>Second PM: Meet at 2:30 pm</u></b> Report to Announcers Desk (center pool-bleacher side) for briefing then go to positions immediately. First Crew: DO NOT LEAVE POST UNTIL REPLACED BY NEXT CREW. Last Crew: Turn in orange vests to Announcer's desk.
<b><u>OFFICIALS &amp; Coaches MEETINGS - Run by Referee</u></b>  (Announcers meet at Announcers Desk prior to start of each shift 7:05 a.m., 11:45 a.m., & 2:30)	<b><u>AM Shift Meet at 7:20 am</u></b> All AM Refs, Stroke & Turns, all Coaches, Relay Exchange, False Rope Monitors, Starters, Relief Starters and Assist Announcers meet at shallow end of pool, center area. Please turn in orange vests to Jane Gray at end of your shift where orientation was.	<b><u>First PM: Meet at 11:30 am</u></b> All first shift PM Officials (see left) meet at shallow end of pool. First Crew: DO NOT LEAVE POST UNTIL REPLACED BY NEXT CREW.  <b><u>Second PM: Meet at 2:15 pm</u></b> All second shift PM Officials (see left) meet just outside the field entrance, during backstroke.
<b><u>TIMERS MEETING - Run by Head Timer</u></b>	<b><u>AM Shift Meet at 7:20 am</u></b> All AM shallow end Timers meet outside main entrance to pool.  All AM deep end Timers meet near diving board.  Return Stop Watches to Jane Gray at center pool-shallow end desk.	<b><u>First PM: Meet at 11:20 am</u></b> All first shift PM shallow end Timers meet outside main entrance to pool. All first shift PM deep end Timers meet near diving board. First Crew: DO NOT LEAVE POST UNTIL REPLACED BY NEXT CREW.  <b><u>Second PM: Meet at 2:00 pm</u></b> All 2 <sup>nd</sup> shift PM shallow end Timers meet outside main entrance to pool. Deep end Timers meet on ramp at deep end of pool. TURN IN STOP WATCHES to Jane Gray at the end of your shift – center pool, shallow end.
<b><u>Take Down Crew</u></b>	Meet AT 5 PM at main entrance to pool. Check in with Bob Gray.	Take down of shallow end begins at end of I.M.
<b><u>On-Call Volunteers</u></b>	Check in with your TEAM CVC first. Then check in with Jane Gray at 7:30 for AM Program.	Check in with your TEAM CVC first. Then check in with Jane Gray at 11:30 for 1st PM Program; 2:15 for 2 <sup>nd</sup> Program.

**Many Many Thanks For All Your Help!!!!**