

Document	Bullpen -- NSC Job Description
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Job Name	Bullpen
Summary	Place swimmers in heats/lanes, by event, by age group/gender, escort to pool and lane.
Pre-Meet	☐ Decide on logistics depending on venue; ensure wet and dry swimmers are following different paths (in and out designations) ☐ Arrange bleachers/chairs in the gym to accommodate the heats for the girls and boys. ☐ Use blue painters tape on the bleachers/chairs to designate the lane for each heat ☐ Prepare signs for traffic control ☐ Make arrangements to use the loudspeaker system in the gym ☐ Set up team area/cafeteria with flip chart/whiteboard/chalkboard for events ☐ Assign roles to each volunteer worker. You need a large group in the gym, a group to take the swimmers from the gym to the deck and a group on the deck to get the swimmers to the blocks ☐ Meet with all volunteer workers to ensure everyone is aware of their role ☐ Explain what the volunteer workers will need to do in the scratch meeting ☐ Make sure each volunteer worker has a pen and a bullpen heat sheet for the scratch meeting
During Meet	☐ Designate Bullpen lead, if not yourself, ensuring all workers are aware of lead. ☐ Bullpen lead and additional workers must attend the scratch meeting to update heat sheets; ensure that these marked up sheets are passed to Session B workers ☐ Use loud speaker to announce events – 1st call, 2nd call, last call ☐ Line up swimmers early in pre staging area ☐ Announce that first two events will line up on deck, NOT in the bullpen ☐ Ensure swimmers are lined up according to lane assignments ☐ Move swimmers along staging route on to pool deck as space becomes available <i>These are only general guidelines; bullpen lead should use logistics at their discretion that ensures the efficient flow and control of swimmers so as not to delay the meet.</i>
Post-Meet	☐ Clean up any tape and signs/tape used for traffic control
Supplies	☐ 2 bullhorns ☐ High school speaker system in the gym ☐ Blue painters tape & Black Sharpies ☐ 2-3 event flip charts/whiteboard/chalkboard ☐ Signs to control traffic flow (in/out) ☐ Optional, material to rope off entry and exit paths into and out of the bullpen ☐ Pens & heat sheets