

All workers, including timers, should check in at the check in table in the BIG Tent when arriving for your session

Team Work Assignments for the 2026 VSA State Championships

Start times and initial reporting locations are listed.

All jobs finish at the end of the session(s) or until the job is finished after the session(s)

Session 1 (Saturday AM) Job Assignments

		<u>Start Time</u>	<u>Start Location</u>
Check In Table	BTC, UVR	start time 8:00	Big Tent
Check in workers for their job assignments. Hand out lanyards for those workers. Remind workers to return lanyards to the tent at the end of the session. Find missing workers by going to appropriate tents.			
Lane Wranglers	BTC (2), VST(2)	start time 9:00	computer table
The job is to ensure that the younger swimmers are in their correct lanes in the correct heat order ready to swim for the 25s and initial 50s. One person monitors two lanes. (Timers are at the far end of the pool. Wranglers are at the start end.)			
Warm-Down Lanes Marshal	MMST	start time 8:20	side of pool Lane 0
Monitors warm-ups and then monitors the safe use of the warm-down lanes (lanes 0 and 1) during the meet. Ensures that swimmers keep moving and that there is no diving and no excessive splashing.			
Start End Door Traffic Control	CRVS	start time 9:10	computer table
Help keep spectators off the deck and hold traffic behind the starter at the start of each race.			
Computer Area Traffic Control	BENN	start time 9:10	computer table
Helps control traffic behind the starter at the start of each race.			
Heat Ribbons	STA	start time 9:00	computer table
Hands out ribbons to the Heat Winners as each race finishes.			
Runner	MIDD	start time 9:10	computer table
Picks up timing sheets at the end of every event.			
Poster	TEST	start time 9:10	computer table
Posts results outside. Check locker rooms.			
Awards	UVR (2 at least)	start time 9:00	computer table
Labels and sorts the ribbons and medals during the meet.			
Timing Console	UVAC	start time 8:45	computer table
Operates the Timing system console. Some experience is desired but not required. Training will be provided. Must pay attention to every heat. Need to be comfortable with a laptop and understand events vs. heats.			
Outside Door/Upstairs	TRI	start time 8:15	computer table
Start at outside door and provide directions to locker rooms/pool for the swimmers and spectator area during warm-ups. Then hang out at the scoreboard end of upstairs spectator area ensuring no one takes pictures from angle behind the blocks.			
Clean-up End of Day		start time is before last relays of the afternoon session	
Distribute empty bags to tents outside and coaches inside during session and help clean up grassy area after end of afternoon session.			
Timing	see page 3		

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Non-Lane Timing Job Assignments - continued

See page 1 for job descriptions, see page 3 for timing assignments

Session 3 Job Assignments (Saturday Afternoon) start (report in) time/location

Check In Table	BTC, STA	1:10	Big Tent
Warm-Down Lanes	QST	1:30	side of pool lane 0
Start End Door Traffic	WIN	2:40	computer table
Computer Area Traffic	TRI	2:40	computer table
Heat Winner Ribbons	MIDD	2:50	computer table
Runner	BST	2:40	computer table
Poster	BTC	2:40	computer table
Awards	UVAC (3)	2:30	computer table
Timing Console	UVAC	2:15	computer table
Outside/Upstairs	UVR	1:15	computer table
Clean-up	TEST	including end of session	
Timing	see page 3		

Session 4 (Sunday Morning)

Check In Table	BTC, UVAC	8:00	Big Tent
Lane Wranglers	STA (2), UVR (2)	9:00	start end
Warm-Down Lanes	RUT	8:20	side of pool lane 0
Start End Door Traffic	KSS	9:10	computer table
Computer Area Traffic	WIN	9:10	computer table
Heat Ribbons	BCC	9:00	computer table
Runner	BTC	9:10	computer table
Poster	TRI	9:10	computer table
Awards	MIDD (3)	9:00	computer table
Timing Console	UVAC	8:45	computer table
Upstairs	TEST	9:00	computer table
Timing	see page 3		

Session 5 (Sunday Afternoon)

Check In Table	BTC, TEST	12:15	Big Tent
Warm-Down Lanes	KSS	12:30	side of pool lane 0
Start End Door Traffic	RUT	1:50	computer table
Computer Area Traffic	BCC	1:50	computer table
Heat Ribbons	WIN	1:40	computer table
Runner	UVAC	1:50	computer table
Poster	VST	2:20	computer table
Awards (3)	BTC (3)	1:40	computer table
Timing Console	UVAC	1:30	computer table
Upstairs	STA	12:30	computer table
Clean-up	VST	end of session	
Timing	see page 3		

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Timing Assignments – All Sessions

Sessions 1 & 2 (Saturday Morning) ***

Timers' meeting Splash Park pool deck at 9:00

<u>Back-up</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>	<u>Lane 8</u>	<u>Lane 9</u>	<u>Lane 10</u>
STA	STA	BTC	BTC	MIDD	TRI	BCC	QST	RUT
UVAC	STA	BTC	KSS	TEST	UVR	VST	WIN	RUT

Session 2 (500 Frees) Teams provide their own timers for their swimmers (2 timers per lane)

A coach can be a timer behind the blocks

Session 3 (Saturday Afternoon)

Timers' meeting Splash Park pool deck at 2:30

<u>Back-up</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>	<u>Lane 8</u>	<u>Lane 9</u>	<u>Lane 10</u>
BCC	BENN	BTC	BTC	RUT	STA	TEST	VST	WAT
MMST	BENN	BTC	MIDD	UVR	STA	TRI	VST	WIN

Sessions 4 (Sunday Morning)

Timers' meeting Splash Park pool deck at 9:00

<u>Back-up</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>	<u>Lane 8</u>	<u>Lane 9</u>	<u>Lane 10</u>
MIDD	BCC	QST	BTC	BTC	TEST	UVR	VST	STS
UVAC	BST	RUT	BTC	STA	TEST	UVR	VST	TRI

Session 5 (Sunday Afternoon)

Timers' meeting Splash Park pool deck at 1:40

<u>Back-up</u>	<u>Lane 3</u>	<u>Lane 4</u>	<u>Lane 5</u>	<u>Lane 6</u>	<u>Lane 7</u>	<u>Lane 8</u>	<u>Lane 9</u>	<u>Lane 10</u>
BST	CRVS	MIDD	STA	BTC	UVR	BENN	TEST	VST
UVAC	RUT	MIDD	STA	BTC	WIN	BENN	TRI	WAT

Timers must report to the Splash Park pool deck for the timers' meeting 20 minutes before the start of each session

Reminder of Team Initials and Names

BCC	Burlington Country Club	MIDD	Middlebury Swim Team	TRI	Manchester Tritons
BENN	Bennington Marauders	MMST	Montpelier Marlins	UVAC	Upper Valley Aquatic Center
BST	Brattleboro Swim Team	QST	Quechee Swim Team	UVR	Upper Valley Rapids
BTC	Burlington Tennis Club	RUT	Rutland Swim Team	VST	Vergennes Swim Team
CRVS	Conn River (Springfield)	STA	Saint Albans Sharks	WAT	Waterbury Rapids
KSS	Killington Sharks	STS	Stowe Swimmers	WIN	Winooski Swim Team
		TEST	Towne of Essex		

*** If your team switches parents timing during a morning session, please wait to switch until all the 25s are completed.