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 2025 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

		Start Time	Start Location
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.)

Stairs Marshal   BST   start time 9:00   stairs at far end of deck
Monitors the safe use of the stairs to the balcony. Swimmers are not to go up to the spectator area. Only people using the stairs should be parents coming down to do an assigned job.

Warm-Down Lanes Marshal   STA   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   BCC   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   WAT   start time 9:10   computer table
Helps control traffic behind the starter at the start of each race.

Heat Ribbons   RUT   start time 9:00   computer table
Hands out ribbons to the Heat Winners as each race finishes.

Runner   QST   start time 9:10   computer table
Picks up timing sheets at the end of every event.

Poster   MIDD   start time 9:10   computer table
Posts results outside. Check locker rooms.

Awards   WIN (2 at least)   start time 9:20   computer table
Labels and sorts the ribbons and medals during the meet.

Timing Console   STA   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   UVR   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

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

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

Stairs Marshal	**CRVS**	2:30	stairs at far end of deck
Warm-Down Lanes	**BENN**	1:20	side of pool lane 0
Start End Door Traffic	**BENN**	2:30	computer table
Computer Area Traffic	**STA**	2:30	computer table
Heat Winner Ribbons	**UVR**	2:20	computer table
Runner	**TEST**	2:30	computer table
Poster	**BTC**	2:30	computer table
Awards	**UVAC (3)**	2:30	computer table
Timing Console	**UVAC**	1:45	computer table
Outside/Upstairs	**TRI**	1:10	computer table
Clean-up	**WAT**		including end of session
Timing	see page 3		

Session 4 (Sunday Morning)

Lane Wranglers	**STA (2), UVR (2)**	9:00	start end
Stairs Marshal	**MMST**	9:00	stairs at far end of deck
Warm-Down Lanes	**RUT**	8:20	side of pool lane 0
Start End Door Traffic	**KSS**	9:10	computer table
Computer Area Traffic	**BENN**	9:10	computer table
Heat Ribbons	**TEST**	9:00	computer table
Runner	**BTC**	9:10	computer table
Poster	**QST**	9:10	computer table
Awards	**MIDD (3)**	9:20	computer table
Timing Console	**STA**	8:45	computer table
Upstairs	**BTC**	9:00	computer table
Timing	see page 3		

Session 5 (Sunday Afternoon)

Stairs Marshal	**KSS**	1:40	stairs at far end of deck
Warm-Down Lanes	**WIN**	12:30	side of pool lane 0
Start End Door Traffic	**TRI**	1:40	computer table
Computer Area Traffic	**STS**	1:40	computer table
Heat Ribbons	**VST**	1:30	computer table
Runner	**UVAC**	1:40	computer table
Poster	**STA**	2:10	computer table
Awards (3)	**BTC (3)**	1:30	computer table
Timing Console	**UVAC**	1:15	computer table
Upstairs	**BCC**	12:30	computer table
Clean-up	**TEST**		end of session
Timing	see page 3		

Timing Assignments – All Sessions

Sessions 1 & 2 (Saturday Morning) ***
Timers' meeting Splash Park pool deck at 9:00

Back-up	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
BTC	BTC	CRVS	QST	STA	TEST	STS	UVR	BENN
UVAC	BTC	MIDD	RUT	STA	TEST	TRI	UVR	BENN

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 2:20

Back-up	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
BCC	STA	BTC	BTC	BENN	VST	RUT	TEST	WIN
UVAC	STA	BTC	BTC	MIDD	VST	UVR	TRI	WIN

Sessions 4 (Sunday Morning)
Timers' meeting Splash Park pool deck at 9:00

Back-up	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
RUT	TEST	TRI	VST	WIN	BTC	BTC	BCC	KSS
STA	TEST	UVR	VST	WIN	BTC	BTC	BST	QST

Session 5 (Sunday Afternoon)
Timers' meeting Splash Park pool deck at 1:30

Back-up	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8	Lane 9	Lane 10
MMST	WAT	VST	BENN	BTC	BTC	RUT	STA	MIDD
UVR	WIN	VST	BENN	BTC	QST	TRI	STA	MIDD

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

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