The Flow of a Swim Meet

1. Scorers
The scorers fill in the event cards with the swimmers' names before the meet starts.

2. Announcer
All event cards are given to the announcer. Announcer will announce each event. Events are announced a couple of events ahead of when they actually take place, and this is when the swimmers for the event being announced should go to the ready bench. ***NOTE:*** The **Starter*** is running races while the announcer is announcing later events. The announcer has to be careful not to speak when the starter is starting a race.

3. Clerk of Course
The event card is given to the clerk of course. The clerk of course, assisted by the **Line-Up Assistants***, line up the swimmers for both teams on the ready benches.

4. Runner
The event card is given to the runner who takes it to the head timer and also takes the swimmers to the end of the pool where they are lined up for their race. (There are two runners: one for the boys and one for the girls).

5. Head Timer
Before an event, the head timer verifies the swimmers in each lane. (There are two head timers, one for the boys and one for the girls). After the race, he/she records all the times from the **Timers***. Also, the head timer must record any disqualifications (with reason for DQ) that are reported from the **Stroke & Turn Officials* / Referee***. Head Timers should keep an eye out to see if any Stroke & Turn Officials raise their arms, which indicates that a swimmer will be disqualified. Once all times/DQs are recorded on the event card, the Head Timer signals to the Starter that it is okay to start the next race.

6. Runner
The Head Timer gives the event card back to the runner to be taken back to the scorers' table. NOTE: The runner must also pick up the place cards from both **Place Judges*** and take those to the scorers table along with the event card.

7. Scorers
The event card is taken back to the scorers table. The scorers compare the results of the times and the place judges to see if all agree about the places of the swimmers. Scorers record the appropriate scores for both teams on the score sheets.

8. Announcer
The event card is given back to the announcer so he/she can announce the results of the event, again being careful not to speak at the start of a race.

9. Data Entry Person
The event card is finally given to the data entry person who inputs information into the computer that will be used to track swimmers' times and generate labels for ribbons which are prepared after the meet.

Place Judge
Records the places that swimmers finish for each event.

Stroke & Turn Officials
Watch the swimmers as they race making sure all stokes are legal.

Starter / Referee
Runs the meet, starts all races, and handles any issues that occur during the meet.

Timers
There is one timer from each team for each lane. Both timers use a stop watch to time the swimmer in their lane and report their averaged time to the Head Timer.

Line Up Assistants
Help the Clerk of Course get swimmers organized for the races.