

Document	NPDSC Job Description – Bullpen, Clerk of Course
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Job Name	Bullpen, Clerk-of-Course
Summary	Prepare swimmers in heats/lanes/ by age group/gender, escort to pool and behind lane.
Pre-Meet	<input type="checkbox"/> Set up bullpen area <input type="checkbox"/> Decide on logistics depending on facility <input type="checkbox"/> Prepare the bleachers/chairs that the kids will sit in. <input type="checkbox"/> Prepare signs for traffic control. <input type="checkbox"/> Make sure head marshal knows who you need to marshal for traffic control. <input type="checkbox"/> Set up Cafeteria with flip chart with numbers or chalkboard. <input type="checkbox"/> Need bullhorns (2, 1 for cafeteria and 1 for bullpen) <input type="checkbox"/> Need amplifier with microphone. <input type="checkbox"/> Need extension cord for amplifier. <p>PARK REPS who are assigned: Support the Bullpen Lead. If anyone is not falling in line with what the Bullpen Lead is laying out, politely remind them that this job doesn't work if there is more than one chief. If everything is in chaos (e.g. Saturday mornings with little kids can get frantic), step in and offer to help get organized.</p> <p>Also, help train the newcomers to the job during each shift change.</p>
During Meet	<input type="checkbox"/> One head Bullpen person who will be in charge of Bullpen and Clerk-of-Course. <input type="checkbox"/> Wet kids and Dry kids should be kept going in different paths. (In and Out doors/through-ways). <input type="checkbox"/> There are some general guidelines, but the Bullpen head may come up with their own specific logistics for getting the organization under control and flowing efficiently. <p>General Guidelines:</p> <input type="checkbox"/> 1. Bullhorn and Amplifier with microphone for announcing events (1 st call, 2 nd call, last call) <input type="checkbox"/> 2. Walkie Talkies for communicating with Deck and Cafeteria. <input type="checkbox"/> 3. Line up kids early in a prestaging area, and then move them down into the next set of bleachers. <input type="checkbox"/> 4. When they are ready to go, step them off the front bleacher row in order of how they will flow behind the lane. At Neuqua, this is in order Lane 1 – 8 because of how the traffic flows behind the diving well. <input type="checkbox"/> 5. Once in the pool, use the wooden bleachers as additional staging areas. <input type="checkbox"/> 6. Staging order: bleachers (may have 2 sets – 1 st call, 2 nd call), into pool on wooden bleachers (last call). <input type="checkbox"/> 7. On Saturday morning, you will need to wait for relays to complete before you can field a completed heat.
Post-Meet	<input type="checkbox"/> Clean up any tape and signs used for traffic control. <input type="checkbox"/> mark down shortages <input type="checkbox"/> get supplies back to teams who supplied them.
Supplies	<input type="checkbox"/> 2 bullhorns <input type="checkbox"/> tape (blue painters kind – 3M makes some of this, and is usually allowed on walls) <input type="checkbox"/> bleachers or lots of chairs (maybe 5 rows of 8 chairs) <input type="checkbox"/> 2 white boards (1 in bullpen area, 1 in cafeteria) <input type="checkbox"/> 2-3 walkie talkies (1 in bullpen, 1 in cafeteria, 1 on deck with someone who is clerk of course) <input type="checkbox"/> In and Out signs for bullpen area <input type="checkbox"/> optionally, rope to rope off entry and exit paths into and out of the bullpen