Divisional Relay Table Operations

Table Chief – organizes set-up and oversees table operations; serves as a link between Announcer and Tables and also between the Meet Manager and Tables; provides Meet Manager with complete score sheet (times), timecards organized by events and finish order, and computer generated results for all events.

- *Timecard Verifier(s)* receive timecards from Chief Timer; puts cards in lane order and checks that correct (middle) time is used; adds DQ slips as required; checks for League records; passes timecards to Data Entry Caller.

- Data Entry Caller reads aloud times, name changes and DQs to Data Entry.

- Data Entry - enters data, reads back results to Data Entry Caller for accuracy, checks score, prints ribbon backs. Print results (~2 copies) every one or two events, and ribbon backs every four events.

- Data Entry Caller and Data Entry pass timecards and printed results to Verifiers.

- Verifier(s) put cards in place order, put place number (1 thru 6) on cards, and check printed results against time cards; notes team and league records.

- Table Assistants deliver results to announcer, post results and deliver ribbon backs to Awards.

- Table Assistants place ALL blue cards in designated box for Meet Manager in place order.

- Awards Clerks affix ribbon backs to ribbons and organize awards by team.

- At end of meet, Table Chief ensures meet results cover sheet is signed by referee and attached to full set of results and DQ slips.