

1. A Deck Manager (DM 1&2) from each team checks that the right swimmers are in the right lanes.
2. Each Place Judge (J1&2) record the order of finish independently on their copy of them Meet Program. They then compare notes and if they agree, communicate it to the Judges Recorder (JR).
3. The Judges Recorder (JR) records the official order of finish onto their copy of the UK Judges form.
4. The JR hands the UK Judges form to the Master Recorder (MR 1&2) who then goes from lane to lane recording the time from each timer. Each team provides one MR, they alternate races.
5. There are 2 people working in each lane as timers (T1&2). One person operates the one stopwatch in that lane, the other person records that time on the Lane/Timer sheet and tells the time to the MR.
6. Once the MR has recorded all the times they hand that completed form to the Runner. If the computer table is close enough to the finish end of the pool the Master Recorder can take the completed form to the computer table. Otherwise the home team should provide a runner for this job.
7. Each team provides a Computer Operator to input results into the computer and score the meet.
8. Each team provides a Ribbon Worker (RW1&2) to label ribbons and organize them for their team.

