



# Efficient Table Work

Table setup:

A	2	3	4	5	6
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|--|---|--|---|--|---|
| <p><b>Announcer</b></p> <ul style="list-style-type: none"> <li>■ clear view of diving boards</li> <li>■ understanding of dive numbers</li> <li>■ quick paced delivery</li> </ul> | <p><b>Asst. Secy.</b></p> <ul style="list-style-type: none"> <li>■ writes scores on sheet, calculates total and compares total with #3</li> </ul> | <p><b>Asst. Secy.</b></p> <ul style="list-style-type: none"> <li>■ keeps logbook of judge's scores and compares total with #2</li> </ul> | <p><b>Asst. Secy.</b></p> <ul style="list-style-type: none"> <li>■ calculates degree of difficulty</li> </ul> | <p><b>Asst. Secy</b></p> <ul style="list-style-type: none"> <li>■ keeps running totals</li> <li>■ checks arithmetic</li> </ul> | <p><b>Asst. Secy</b></p> <ul style="list-style-type: none"> <li>■ checks arithmetic</li> <li>■ returns sheets to announcer</li> <li>■ writes ribbons</li> </ul> |
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**Anyone serving in positions #2 through #6 may serve as Meet Secretary.**

Additional duties:

- completes meet result sheet, assigning points to divers and teams
- obtains referee's signature
- calculates meet results and signs official meet results
- before meet, completes participants forms, inspects divers' sheets for accuracy and legibility and assigns diving order
- understanding of dive numbers is helpful

**Host team provides:**

- Meet Secretary
- Assistant Secretary
- Announcer
- Meet Referee
- 2 Judges with flash cards
- MCDL forms
- Point conversion chart
- Ribbons

**Visiting team provides:**

- 3 Assistant Secretaries
- 3 Judges with flash cards

**Other Items to Consider:**

- lighting
- sun protection
- bug candles/spray
- paperweights or rocks
- many sharp pencils
- beverages