

SWIM MEET DUTIES

NO EXPERIENCE REQUIRED

1. Timer – Timers are required to time each heat of each event in his/her designated lane. There will be two timers assigned to each lane for the duration of the session. The timers provide a back up to the touch pads if there is a malfunction in the touch pads during any heat/event. Each time is documented. It is also helpful if the timers confirm each swimmer is in the correct lane in the correct order as they step up to the block (particularly for younger children). Timers will receive specific instructions on the use of the stopwatch and secondary timing devices prior to the meet. **Timers must arrive at the meet 30 minutes before the start of the session.**
2. Back up Timer – A back up timer is responsible for starting 2 stopwatches at the beginning of each heat, for each event. The back up timer will swap stopwatches with any timer who misses the start of the heat. **Back up timers must arrive at the meet 30 minutes before the start of the session.**
3. Runner – The runner travels between the score table and the timers to collect the recorded times. This occurs when there is a missing or inaccurate time on the touch pad. **The runner must arrive 15 minutes before the start of the session.**
4. Concessions – Two volunteers are assigned to the concession stand to sell items throughout the meet. Each volunteer is encouraged to leave as needed to watch their swimmer compete and then return to the concession area. **Concessions volunteers for the morning session should arrive during warm-ups to set up; those in the afternoon session should plan to stay for the duration of the meet to clean up and put items away.**
5. Hospitality – The hospitality room is for coaches and officials. The hospitality volunteer is responsible for keeping the hospitality room clean, ensuring food is available etc and distributing drinks to the officials, volunteers and coaches out on the pool deck. This involves carrying a tray filled with a variety of drinks around the deck 1-2 times per session. **Hospitality volunteers for the morning session should arrive during warm-ups to set up; those in the afternoon session should plan to stay for the duration of the meet to clean up and put items away.**
6. Clerk of Course – The clerk of course volunteer will only be needed during the morning session. We will also have 3 junior high or high school swimmers working the clerk of course. The clerk of course ensures the 8u swimmers are lined up, in order behind the starting blocks prior to the start

of their race. There will be clerk of course staging area defined prior to the meet and the announcer will make an announcement when it is time for swimmers to report to the clerk of course. **The volunteer for clerk of course must arrive 30 minutes prior to the start of the meet.**

7. Marshal – The marshal will be stationed at one of two points on the pool deck (near the glass double doors/girls locker room **or** far left corner of the pool near the computers/boys locker room). The marshal is responsible for patrolling the pool deck to ensure parents/spectators do not congregate near the pool doors, on the corners of the pool or on the side where the coaches stand (side of the pool where offices and locker rooms are located). The marshal is also to patrol the locker rooms throughout the session to ensure appropriate behavior. **The volunteers for the marshal position do not require experience, but should be comfortable approaching spectators and swimmers and telling them to move. The marshal must arrive during warm ups. We need one male and one female marshal at each session so that both locker rooms can be monitored.**
8. Ribbons – This volunteer will take pre-printed labels and affix them to the place ribbon corresponding with the designated ribbon. **The volunteer for this position is not typically need until about an hour after the start of the meet but should be prepared to stay past the conclusion of the meet for approximately 30 minutes.**
9. Meet Clean Up – Patrol the area after each session to ensure all garbage is in the proper receptacle.

EXPERIENCE REQUIRED

1. Computer/Console - This position requires knowledge of the technical supports used to run the scoreboard, evaluate times and communicate with the official at the score table.
2. Assist the Meet Official – This position requires previous involvement with running a swim meet and an understanding of the timing/recording system.
3. Announcer – This position requires experience with the pace of a swim meet. This volunteer is responsible for notifying swimmers of upcoming events, calling swimmers to the blocks/clerk of course and announcing the meet status prior to each heat. This volunteer also makes announcements at the request of the officials/coaches.