



VMAC Meet Service Hour Positions Descriptions

Job Description: Head Timer

Job Description Summary

You will need to attend the Timer's meeting at the beginning of the meet. This individual oversees the timers working one or multiple sessions of the meet (one session = 4 hours), makes sure each lane has a clipboard, stopwatches, pencil and a minimum of one timer (two timers per lane is usual), temporarily relieves a timer who needs a bathroom break, and most importantly starts two stopwatches at the start of each heat in case backup times are needed for the electronic timing system.

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Job Description: Timer

Job Description Summary

You will need to attend the Timer's meeting at the beginning of the meet. Timers work with another individual at their lane for the entire session. Duties include starting a stopwatch, pressing a "pickle" watch at the end of the race when the swimmer touches the wall, records the swimmer's watch time on preprinted papers. Waterproof shoes (and clothes!) are recommended. An enjoyable part of this job is meeting and getting to know other parents

Job Description: Runner

Job Description Summary

Collects lane timer sheets after each event and delivers to the computer table and post meet results by the computer personnel.

Job Description: Hospitality

Job Description Summary

Reports to the Hospitality Chair(s) and assists with setting up meals for coaches and officials and delivery drinks and snacks to timers, coaches and officials.

Job Description: Awards

Job Description Summary

These individuals get race results from the computer table and stick preprinted labels on the backs of ribbons or medals for swimmers' awards. Awards are separated by teams and placed in bags for pickup at the end of the meet.

Job Description: Announcer

Job Description Summary

This person takes care of all announcements needed during the course of warm-up and the meet, including but not limited to first and last call for events, coaches' or officials' meetings and other important events.

Job Description: Bull Pen

Job Description Summary

Organizes the swimmers by their designated heats & lanes. Swimmers report to the designated bull pen area which contains several rows of chairs, each row represents a heat and each chair represents a lane. You will ensure swimmers are in the proper heat and lane designation. Prior to the start of the heat, swimmers are escorted from the bull pen area to the starting blocks.

Job Description: Safety Marshall

Job Description Summary

Monitors swim meet for accidents and misconduct of swimmers, coaches or general public. Duties include arriving prior to the start of warm-ups, wear an orange vest, ensure that swimmers adhere to warm-up policies, monitor public areas for improper seating, blocking exits/stairs/evaluator, and manage crowd control.