

- Admissions (Adult)
Admission volunteers work the admissions table. They sell heat sheets and admissions for each session. Volunteers also keep track of the admissions cash box.
- Admissions Chair (Adult)
The Admissions Chair oversees the admissions table. In addition to subbing in for admission workers on break, they count the money before/after the shift and record changes to the cash box total. Admissions Chairs may also be tasked with running copies of additional heat sheets.
- Announcer (Adult)
The announcer makes public announcements over the course of the meet. This includes announcing the events/heats, and announcing the swimmers in each lane.
- Athlete Check-in (Adult)
At higher level meets, participating athletes will check-in to receive a deck pass for the meet. Here, an athlete check-in volunteer will verify the name of the swimmer and present them with a deck pass for the meet. At a lower level meet / younger kid meet, the athlete check-in volunteer will assist swimmers with check-in for their events by highlighting their name upon arrival.
- Awards (13 & Older)
Awards volunteers are responsible for placing award labels on ribbons/medals. After labeling, award volunteers organize awards by teams for pick-up. At some Championship meets, award volunteers help organize medal winners for podium pictures.
- Clean Up Crew (13 & Older)
Following the conclusion of the last session, clean up crew volunteers assist with the breakdown of the meet. This includes taking out touchpads, picking up trash, putting away tables & chairs, etc.
- Coach & Official Check-in (Adult)
As a coach & official check-in volunteer, volunteers check credentials for arriving coaches and officials. If presented with valid credentials, the volunteer provides the attendee with a deck pass.
- Concessions (Adult)
At some meets, we are able to sell concessions. A concession volunteer will sell concessions to those in attendance. A concessions volunteer will also keep track of the concessions cash box and re-stock the concessions supplies.
- Concessions Chair (Adult)

The Concessions Chair will oversee the concession stand and its volunteers. This includes setting up concessions, tracking sales / the cash box, and tracking supplies.

- **Costco Shopper (Adult)**
A Costco shopper is responsible for purchasing supplies needed for hospitality and concessions from Costco prior to the meet. This volunteer will also deliver, unload, and organize supplies at the meet before the meet starts. This person requires a large vehicle and Costco / Sam's Club membership.
- **Guide (Adult)**
A Guide volunteer will assist meet attendees by directing them where to go upon arrival. This can include walking them to their desired destination. This job often involves being outside.
- **Finals Sign Carrier (Child)**
The Finals Sign Carrier volunteer job is one done by a child (typically 12 & Under). This job involves being the parade leader for award ceremonies and A final walkouts. As a parade leader, the sign carrier will be given a sign indicating what the parade is, and will walk the swimmers to the podium or blocks.
- **Head Safety Marshal (Adult)**
As Head Safety, the volunteer is in charge of all Safety Marshals. The Head Safety is a part of Meet Management. The Head Safety also serves as a liaison to the meet director and ensures facility rules and safety guidelines are adhered to. A Head Safety assigns Safety Marshal volunteers to positions, and substitutes in for those needing a break. A Head Safety may assist with compiling information for indecent reports and provide assistance until lifeguards/Meet Management can take over.
- **Head Timer (Adult)**
A Head Timer serves as the liaison between timers and meet management/officials. The Head Timer is responsible for setting up lane timer watches, clipboards, and pencils prior to the start of the timer meeting. The Head Timer also serves as a back-up timer. The Head Timer also assists lane timers with questions and following proper procedure.
- **Hospitality Chair (Adult)**
As chairperson of Hospitality, the volunteer is responsible for organizing hospitality workers, managing the hospitality room, and communicating with Meet Management about hospitality needs. This volunteer position involves organizing supplies, keeping the room clean, re-stocking supplies, and providing assistance to those eating. Ordering food prior to the meet, and developing a list of items to purchase may be additional tasks associated with the role. Picking-up catering orders before/during the position may be a responsibility as well.
- **Hospitality Set-up**

This volunteer position is done prior to the start of the meet. When hospitality supplies arrive with the Costco supplies, this volunteer would help unload and set-up hospitality supplies.

- Hospitality Worker (Adult)
This volunteer works the hospitality room during the course of the session. This includes cleaning, re-stocking, and prepping any meals to be served. Picking-up catering orders before/during the position may be a responsibility as well.
- Order of Finish Recorder (13 & Over)
This position can involve two people, or can be done alone. The Finish Judge says the order they perceive the lanes to have finished. The writer writes down the order that the Finish Judge calls out. If done alone, one person does both jobs simultaneously, or has the officials assist with calling out the order.
- Parade / Ready Room (Adult)
This volunteer helps organize swimmers to be in the right order for their paraded walkout for finals and/or the podium. This person also assists the finals sign carrier with making sure where / when to go, and that they have the correct event displayed on the sign.
- Runner (13 & Over)
This volunteer primarily assists with delivering lane timer sheets to the Administrative Official after each event. This person also can be tasked with posting results, delivering papers to other officials/the announcer, and helping with making heat sheet copies.
- Safety Marshal (Adult)
This volunteer position is responsible for maintaining a safe and secure pool deck. Tasks include checking those on deck for credentials, educating swimmers on safe behaviors, directing lost attendees to the proper location, escorting younger swimmers to the pool deck / their team area, escorting injured swimmers to first aid, enforcing pool rules, notifying meet management of concerning items.
- Set-up (Adult)
This position is done prior to the meet and/or session. This volunteer position includes assisting with facility set-up, loading and unloading, posting signs, and possibly assembling items.
- Storage Transport (Adult)
This position requires a larger size car, and is done post meet. This person assists with loading supplies (and then later unloading) to be put back into the team's storage area offsite.
- Timer (13 & Over)

A timer would be responsible for using a stop watch to record the time of the swimmer in their lane. The timer would also use a back-up button to record a manual stoppage of the timing system once the swimmer completes a race. Timers are also required to attend the pre-session timer's meeting that occurs during that session's warm-up.

- **Timing System Operator (Adult)**
As the Timing System Operator, this volunteer would make sure the timing system is running, saves the race data, and is set-up for the next race.
- **Volunteer Coordinator (Adult)**
This role is one assigned by the Meet Director. This person works directly with the meet director to ensure that volunteers are in place, have questions answered, and can accurately complete their job. The Volunteer Coordinator may also serve as the volunteer check-in person. Additional tasks may be assigned by the meet director.
- **Volunteer Check-in (Adult)**
This role is the first volunteer to arrive for the session. This person checks in the other volunteers as they arrive and directs them on where to go. Instructional sheets are provided for each job so that this person can remind the volunteers of their duties.