

Swim Meet Support Positions

Listed below is a brief description of the volunteer positions that need to be filled at every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some of the positions do require certification or attending special training sessions and some positions are better suited for our more experienced swim parents. If you are brand new to volunteering at our meets, the jobs of timer, set up, tear down, runners, and concessions are a good place to start.

Timers

No Experience Necessary! Timers use a stopwatch and a push button plunger to record swim times then record them on the event sheets. Be on deck and close to the action! Two timers per lane, so sign up with a friend or family members. First come – first serve on pool end assignments.

Head Timers

Head Timers assure the assignment of lane timers to lanes and properly check in timers as they arrive. Hand out watches before the session begins and collect the watches immediately upon the conclusion of the session. Start two watches at the start of every race, to be used as back up in case a lane timer's watch does not start.

Announcer

The announcer makes announcements as requested by meet director/officials, and other staff. The announcer must be constantly aware of meet happenings and swim event time lines. Energy, enthusiasm, and voice clarity, a must. The announcer gets everyone revved up with excitement before, during, and after events. Close coordination with meet directors/officials is needed to ensure that all swimmers /coaches know when to swim. #1 announcer sign-up must be experienced, #2 spot is for those that would like learn.

Clerk of Course

The Clerk of Course main responsibility is the organization and coordination of all swimmers 8 & under. Check ins and meet procedures must be introduced to all first time swimmers during developmental meets. Collectively the Clerks are responsible to make sure each swimmer is in the right event in the right heat at the right time. Meet timelines must be watched closely to ensure that the young swimmers get to swim in their event.

Hospitality

This position runs the food hospitality area where the coaches and officials eat and break. Hospitality volunteers set-up, prepare, replenish, and serve food and drinks. Portable carts of snacks and drinks are taken around the pool deck to serve actively working volunteers, coaches, and officials.

Admissions

This position requires a congenial personality as you greet people from other swim clubs as they enter the facility to watch their swimmers compete. You will help collect admission fees and sell programs/heat sheets. This person should be knowledgeable about the meet and be able to answer questions from spectators as they enter the observation area. Some people who sign up for this may be involved in copying heat sheets at the Natatorium for distribution.

Runners

Runners primarily copy, distribute, and post swim event results as quickly as possible. The first priority is the meet announcer, in order to provide an official timetable for scratches. The walls are almost as

important so swimmers, coaches and parents can make decisions on scratches, etc. Meet management, be it missed cuts or awards, need official results as well. And a copy of every result should go to the administrative referee. Runners should also be prepared to post timelines and heat sheets on deck, and make and distribute copies to coaches and officials.

Timing System

This position is responsible for running the timing equipment, which includes the electronic starting system, scoreboard and touch pads. This individual is responsible for turning the lanes on and off during each heat and also job serves for accurate recordings off of the touch pads. Training is required. Interested individuals who would like to be trained and are interested in performing this function at meets in the future should contact a meet director.

Computer

This position runs a window based software program, which enters all official times into a database. Times are automatically fed into the program from the timing system. This individual makes sure that there is accurate transmission of data from the timing system into the database. **Training is required.**

Awards

Individual will be expected to apply pre-printed computer labels on the specific award (ribbon, medal, plaque). Depending on specific meet, award will be: 1. placed in envelope for designated team, to be picked-up by their coach. 2. Swimmer must pick up award from awards desk.

Meet Officials – Positions Require Certification

Please sign up for the positions below ONLY if you are a registered official or an apprentice. This position requires passing a test and being a registered official with USA Swimming.

Meet Referee

Stroke and Turn Judge

Starter