

## Volunteer Job Descriptions

Computer Operator – (Prior experience required) Works with the Meet Manager software in order to seed the Meet from the check-in sheets and produces the heat and lanes assignments for each event for and lane Heat Sheets. Also imports the times from the Timing System and works with the timing judge to ensure that all of the swimmers times are accurate. Prints results and award labels for posting and distribution. Needs to arrive at the meet 30 minutes prior to warm-ups starting and will need to stay the entire meet.

Timing System Operator – (Prior experience required) Runs the timing console that interfaces with the touchpads, scoreboard and computer for scoring. The operator has to pay attention to each heat and reset the console after each race. They must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position but you can be trained while working alongside an experienced operator. As this is such a focal point of any meet and takes a good bit of concentration and we would like to have as many trained operators as possible in order to relieve each other during the meet. Needs to report to the Meet Director when warm-ups start and will need to stay the entire meet.

Runners - These are the people who gather up the timer sheets after each event and take them to the Computer Operator. They then post the heat and lane assignments and results in the designated areas. The Runner/Poster also serves to relay messages from meet personnel who cannot leave their posts. Needs to report to the Meet Director when warm-ups start and will need to stay the entire meet. Serve

Head Timer - The Head Timer will start two watches at the beginning of every race then look over the line of timers. If a timer has a watch malfunction, they will raise their hands and the Head Timer will get a new watch to them immediately. The Head Timer is also in charge of finding replacement timers. This usually involves telling the announcer that a replacement for whatever lane needs a break or needs to be relieved. The Head Timer cannot leave his/her position to track down timers. The head timer will also organize the stopwatches and clipboards prior to the meet starting. Will need to check in when warm-ups start and will need to stay the entire meet. The head timer will

report to the Meet Director when warm-ups start and will need to stay the entire meet.

Lane Timers - This is the most important job of all. Without timers we can't run the meet. Timers assure that each swimmer gets the most accurate times possible. They are also our last line of defense to assure that the right swimmer gets the right time by making sure each swimmer swims when and where they are supposed to. You will be trained on deck. It isn't difficult and there are always two timers per lane so the responsibility averages out. You will be required to attend a timers' meeting about 15 minutes before the session starts. This meeting is given by a trained USA Swimming Official or the head timer. They will tell you how to do the job and then ask you to go stand by the lane you will be timing. Timing involves starting the stop watch at the start of each race and stopping the watch and pressing the button (plunger) at the finish of each race. The button(plunger) is connected to the timing system and helps provide a backup time to the touchpad. You will write down the time for each race, clear your watch, and be ready to start all over again with the next race. Timers are expected to time the entire session. If both parents are at the meet it is helpful for one to time while the other takes care of the swimmer(s). Parents can switch off. This is an easy job for off duty swimmers to do as well as grandparents and other friends.

Relief Timers - We would like to have two more timers per session than we need at any given time. These people are responsible to relieve the timers for whatever reason. Relief Timers should be on hand so that the Head Timers can find them easily in order to direct them to whatever lane needs a break.

Clerk of Course - Must have prior experience and be familiar with meet operations. Will be responsible for verifying the paperwork (USA Registration, Proof of Times) for late entries and collecting fees.

Announcer - The announcer will make any announcements as needed for information and safety. They need to be ready to announce at the beginning of warm-ups. This position may sit down depending on the venue. Needs to report to the Meet Director when warm-ups start and will need to stay the entire meet.

Concessions - In charge of selling the items available for sale at the concession stand, take money and re-stock whatever needs restocking. It is important to

have more than two at a time so that each concessionaire can go watch their athlete swim without leaving the stand unattended. Needs to report to the Hospitality Chair 30 minutes prior to the start of warm-ups and will need to stay the entire meet.

Hospitality – Works to feed all coaches, officials and full-time volunteers. Monitors the hospitality area for the Meet Officials and Coaches. Sets out the food and cleans up the area. Brings drinks and snacks to Meet Officials and timers during the meet (This is a good job for parents who have younger swimmers who are not swimming in the meet). Needs to report to the Hospitality Chair 30 minutes prior to the start of warm-ups and will need to stay the entire meet.

Program Sales – Responsible for the sale of meet programs and will also answer questions from parents as they arrive. This is a sit-down position and lasts until relieved. After that the excess programs can be moved to concessions for them to sell. Needs to report to the Meet Director 20 minutes prior to warm-ups starting and will need to stay until released by the Meet Director.

Head Safety Marshal – (Must be registered with USA Swimming as a non-athlete). Assures that all hazards in the pool area are marked and that all safety needs are met. The Marshall wears the vest for the entire meet verifying that the physical space is safe and that all swimmers and spectators are following the safety guidelines. This person is also the main go to person for anything that arises that may need attention. Responsible for the Safety Volunteers and gives them directions as to their job responsibilities. Needs to report to the Meet Director 30 minutes prior to warm-ups starting and will need to stay the entire meet.

Safety Marshal – This job is very important for safety. They make sure there is no running, rough housing, and that warm-up procedures are followed. They will remind swimmers to enter the pool feet first. No jumping or diving allowed except for the lanes designated as “Start” lanes. Also they monitor deck access and ensure that only Meet Officials, Coaches and volunteers are the only ones allowed on deck. Meet Officials and Coaches must have their USA Swimming registration credentials showing and volunteers must have the appropriate volunteer tags These are easy to identify. Needs to report to the

Head Safety Marshal 30 minutes prior to warm-ups starting and will need to stay the entire meet.

Awards – Places the labels on the awards and hands out the awards during the meet. Needs to report to the Meet Director after warm-ups have started and will need to stay the entire meet.