

Swim Meet Committee Chair Descriptions



Below are job descriptions of Swim Meet Committee Chair positions. Committee Chairs/Co-Chairs are the lead for their position. It is the responsibility of Chair members to communicate with the Program Director (Kayla Griffin) and Club Office Manager (Lisa Sheets) the number of positions and shifts needed for Team Support at each Team Hosted Meet. It is a requirement that all Committee Chairs/Co-Chairs are available for Team Hosted Meets. All Team Support volunteers wishing to become a Chair/Co-Chair will be trained by the current or past Chair/Co-Chair. The more team supporters who can share in these positions, the more the workload can be shared! All positions require a background check.

ADMISSIONS (Only Age Group State Meet)

This position is offered at the Spring Age Group State Meet when hosted by CSC. Those that fill this position will be credited for the session they worked, NOT in place of their annual Team Support commitment. Team supporters in this position will verify purchased admission to spectate the meet.

ANNOUNCERS

The Announcer is responsible for all announcements at the meet. Including, but not limited to, Heats, Lanes, Athletes competing, Clerk of Course announcements, results and scratch deadlines, sponsor announcements, warm-up procedures, or anything else at the discretion of the Meet Director(s) and Meet Referee. Announcers speak fluent English.

APPAREL

The Chair/Co-Chair will be responsible for the following:

- Communicate team support needs (per meet) to CSC
- Collect any team support pre signups and submit to CSC
- Communicate with Mac Designs on spirit wear design, store offerings, and store login information.
- Work with Meet Directors and the club to approve designs.
- Setup apparel booth before meet start.
- Pick-up pre-ordered items PRIOR to the meet and deliver to the apparel booth.
- Supervise team supporters throughout the meet, and help as needed to distribute pre-ordered apparel and sell apparel at the meet.

AWARDS

Individuals in this position will be responsible for ordering awards as directed by Indiana Swimming or the CSC Office Manager within the communicated budget. Preparation prior to a meet includes the ordering of awards, sorting awards for efficient labeling, transporting awards to the pool, and communicating how many team supporters are needed to assist in the labeling and organizing awards during the meet. During the meet, they will manage or take the place of team supporters who place pre-printed labels on the awards and place them in their designated team envelope or prepare for award presentation on the podium.

CLERK OF COURSE

The Clerk of Course is responsible for lining up all 8 years old and younger athletes for their events in the correct order of their heats and lane placements. The Clerk will then additionally place those athletes directly into their lanes to ensure the smooth running of the swim meet.

CONCESSIONS (ONLY AT MEETS AT CHS)

Organize, inventory, purchase/sell items at CSC hosted swim meets at CHS pool only.

HOSPITALITY

Hospitality Chairs/Co-Chairs are responsible for planning the menu, overseeing the ordering and delivery of all meals and snacks at team hosted meets. Chairs/Co-Chairs will also oversee all Team Support shift volunteers throughout the meet.

MEET ENTRIES

Meet entry chairs must be a certified Administrative Official. Meet Entry Chairs will work closely with the Program Director and Meet Directors. Meet entry chairs are responsible for the following:

- Creating meet entry files through the club's Hy-tek Meet Manager software based on the parameters dictated by the Meet Information (sent by the Program Director).
- Accept and import entry files from visiting teams and promptly sending an entry report to the Program and Meet Directors to assess timelines and entry allowance.
- Assist in running the Meet Manager software throughout the meet.
- Send backup entry and result files to IN Swimming, result files to all participating teams.
- Run various reports in Meet Manager for Committee Chairs and Directors as needed.

MEET OPS (RUNNERS)

Meet Ops Chairs/Co-Chairs manage the runners during the meet. They print heat sheets for the coaches and post them on the pool deck. We also post results for the parents in designated areas at the pool.

OFFICIALS

The Officials Chair must be a certified Meet Referee. Oversees all certified officials and trainees at Team Hosted meets to assure compliance in USA Swimming and World Aquatics competition standards. This person will also assist in onboarding new team officials.

SECURITY

Chair/Co-Chairs will coordinate with facility managers (CHS/IUPUI) to understand the security and safe sport procedural needs to ensure USA Swimming Safe Sport compliance. They will coordinate check-in for Officials, Coaches and athletes (when required) for necessary credentials to be on deck. They will need to plan the number of security Team Support Volunteers required for each session of the meet.

TEAM SUPPORT COORDINATOR

One person will make labels & sign-in sheets for the team supporters from the list sent from the CSC Office Manager. Another person will complete the paperwork confirming all the team supporters who worked during the meet. During the meet, Co-Chairs help check-in team supporters and fill open positions for no-shows at the meet.

TIMERS

The Timer Chair/Co-Chair, prior to a hosted meet, will just check the available timer slots that the CSC Office Manager posts for sign-up on the website. If they have any questions, the Club Office Manager and Program Director can help.

At the meet, they follow an instruction sheet of how to “train” any new timers and head timers, fill in for any missing gaps, and help to make sure timers are attentive or advocating for them if needed.

This position is ideally split between a parent of a 12&Under and parent of a 13&0 athlete.

MEET DIRECTORS

Chairs/Co-Chairs oversee all committee chairs, plan for all preparations leading up to the meet, during the meet, and any meet wrap-up that is required. Meet Directors are assigned to meets based on experience and availability.

If you have any questions, please email Program Director, Kayla Griffin at
kgriffin@carmelswimclub.org