

Team Support Job Descriptions



Below are job descriptions of Team Support positions available at most CSC Team Hosted Swim Meets. The number and times of team support slots will be created based on the needs for each meet and sign-ups will be first come, first serve. Each position will report to their assigned Committee Chair/Co-Chair. For information about Committee Chair/Co-Chair, please see "Swim Meet Committee Chair Description" document on the TEAM SUPPORT page on our website.

All positions require a background check.

TIMERS

No Experience Necessary! Timers use a stopwatch and a push button plunger to record swim times then record them on the timer sheets. Must be able to clearly articulate swimmer names to verify swimmers are in correct lane. 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. Host lane timer meeting if chairperson is not available.

Hand out watches before the session begins, collect the watches immediately upon the conclusion of the session, assemble timer sheets for each lane, be ready to assist lane timers as needed. 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. Train new timers on proper procedures.

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/heat/lane 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 team supporters 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 team supporters, coaches, and officials.

SECURITY

Security is responsible for monitoring the entry of swimmers/team supporters/people to the pool deck and assuring their safety while on deck. Auxiliary areas are also monitored. We remind kids not to run on deck and keep watch for their safety. Good public relation skills needed. Part of security is the concourse job which requires a congenial personality as you greet people from other swim clubs as they enter the stands to watch their swimmers compete. This person should be knowledgeable about the meet and be able to answer questions from spectators as they enter the observation area.

MEET OPERATIONS

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.

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. Presented to the swimmer on an Awards podium.

OFFICIALS

Please sign up for this position ONLY if you are a registered official or an apprentice.

This position requires passing a test and being a registered official with USA Swimming. If you are interested in becoming an official, please contact Megan Kight at mkight@bkrlaw.com or the CSC Swim Club office to find out more specific information.

TEAM SUPPORT CHECK-IN

Individual will 'check-in' team supporters at swim meet sessions.

APPAREL SALES

Distribute pre-ordered apparel at swim meets and sell meet apparel at swim meets.

Assist in distributing pre-ordered apparel at swim meets and sell meet apparel at swim meets.

CONCESSIONS

Assist Chairs/Co-Chairs with the organization, inventory, purchase/sale of items at CSC hosted swim meets at CHS pool only.

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