



Why We Host Meets

- Source of Revenue – Hosting meets generates a substantial amount of money for our team.
- Convenience to Team Families – cost, time and comfort
 - Cost – far below are the costs of a typical weekend travel meet
 - Time and Comfort
 - No travel time
 - Swimmer/families sleep at home, not in hotel room
 - Better nutrition at home vs. eating out for travel meets
 - Swimmers missing school/parents missing work (Friday afternoon/evening session)

Volunteer Positions

- Pre-Meet
 - **Co-Meet Directors** – Coordinates with LST Swimming schedule, creates meet sanctions, interacts with coaches, coordinates all meet preparation.
 - **Experience** – Significant experience with most positions and all administration functions of the Meet.
 - **Time** – 6-9 months of planning prior to Meet; Duration of the Meet
 - **Positions Needed** – 2
 - **Meet Entries** – Computer set-up and data entry of meet participants.
 - **Experience** – Coaching Staff Team
 - **Time** – approximately 2 weeks prior to Meet
 - **Positions Needed** – 1
 - **Co-Hospitality Coordinator** – Arrange meals, snacks & beverages for coaches, officials & volunteers; schedule small donations from families
 - **Experience** – None
 - **Time** – Prior To Meet
 - **Positions Needed** – 2 spot per session (1 for each AM & PM session)
 - **Volunteer Coordinator** – Ensures each volunteer position is filled before the start of the meet. Monitors the website sign-up and makes phone calls necessary to fill all positions. Tracks volunteer attendance.
 - **Experience** – None
 - **Time** – Prior To Meet
 - **Positions Needed** – 1



SWIM MEET VOLUNTEERING

- **Co-Concessions Coordinator** – Plans the menu by coordinating with the Meet Director and Hospitality. They also do the shopping, train the concession staff, control the concession money, and lead set up & clean up with the concessions team.
 - **Experience** – None
 - **Time** – Prior To Meet
 - **Positions Needed** – 2 spots per session (1 for each AM & PM session)
- **Meet Set-Up** – Brings equipment and supplies from storage to venue either the day before or day of meet and sets it up on deck; This involves putting out tables for volunteer sign-in, admissions, scoring area, announcer area. Chairs and tables for every lane. Post signs and rope off areas as needed. Install touch pads and any other set up as needed.
 - **Experience** – None
 - **Time** – arranged with Meet Director
 - **Positions Needed** – 3
- **During Meet**
 - **Control Room Dektronics** – Ensures that computer, timing and printing systems are all interfacing correctly and prints all results. Organizes storage of all hard copy and back-up materials.
 - **Experience** – 2-4 hours of training prior to meet.
 - **Time** – Start of Warm-ups
 - **Positions Needed** – 2 spots per session
 - **Control Room Spotter** – Position works closely with computer operator to spot swimmers, scoreboard, and other jobs as needed.
 - **Experience** –
 - **Time** – Start of Warm-ups
 - **Positions Needed** – 1 spot per session
 - **Control Room Admin** – Affixes awards labels generated from computer operator on appropriate ribbon/medal and places them in their respective team “award bags”. Collects Heat Sheets from each lane after event.
 - **Experience** – None Required
 - **Time** – Start of Session
 - **Positions Needed** – 2 spots per session
 - **Runner** – Works with Control Room positions. Picks up DQ slips from stroke and turn judges/referee and brings to meet administration table. Posts meet results. May also serve as relief timer as needed.
 - **Experience** – None Required
 - **Time** – Start of Session
 - **Positions Needed** – 1 spot per session



SWIM MEET VOLUNTEERING

- **Admissions** – Collects money for admission, sells heat and psych sheets. When applicable, sells meet shirts.
 - **Experience** – None Needed
 - **Time** – Start of Session
 - **Positions Needed** – 2 spots per session
- **Clerk of Course** – Sets up timer packages (sheets, watches, clipboards, pencils). Answers entry, scratch and coaches questions. In a prelim/final meet, keeps track of preliminary postings and scratch deadlines. Helps keep track of Time Trial signups and fees. During age group meet, helps the younger swimmer get to their appropriate heats and lanes.
 - **Experience** – Working knowledge of swim meet
 - **Time** – Start of Warm-Ups
 - **Positions Needed** – 2 spots per session
- **Announcer** – Announces all information pertinent to meet including:
 - Results of preliminary sessions with Scratch Rule
 - Swimmers competing in final sessions
 - Event and heat announcement
 - General announcements as required
 - Should have strong, clear voice and be able to read and pronounce a wide range of last names
 - **Experience** – Working knowledge of a swim meet
 - **Time** – 30 minutes prior to warm-ups
 - **Positions Needed** – 1 spot per session
- **Officials** – Positions (referee/starter/stroke & turns) must be certified under USA Swimming. Training class plus 6 sessions of apprenticeship required for certification. Information at www.usaswimming.org
 - **Experience** – USA Swimming Certification or Apprentice standing.
 - **Time** – Start of Warm-Ups
 - **Positions Needed** – minimum of 10 spots per session
 - **Head Official** – 1 spot per session
 - **Admin Official** – 1 spot per session
 - **Starter** – 1 spot per session
 - **Referee** – 1 spot per session
 - **Stroke & Turn** - 6 spots per session
- **Head Timer** – Supervises and trains timers. Must attend Timers meeting 15-20 minutes before start of session. Monitors timers for proper procedure. Serves as back-up to timers by starting 2 stop watches for each race.
 - **Experience** – Previous Timer
 - **Time** – Start of Warm-ups
 - **Positions Needed** – 1 spot per session



SWIM MEET VOLUNTEERING

- **Timer** – Operates stop watch & timing system plungers and records time. Must attend timers meeting 15-20 minutes before start of session. 2 timers per lane.
 - **Experience** – None required
 - **Time** – Start of Warm-ups
 - **Positions Needed** – 18 spots per session
- **Volunteer Sign-In/Back Hallway Monitor** – Checks in volunteers, coaches & officials and checks their credentials.
 - **Experience** – None Required
 - **Time** – 45 minutes prior to warm-ups
 - **Positions Needed** – 2 spots per session
- **Hospitality** – Helps with organization, food prep and set up of meals for coaches and officials. Distributes drinks and snacks to volunteers on deck.
 - **Experience** – None Required
 - **Time** – 30 minutes prior to Warm-ups
 - **Positions Needed** – 2 spots per session
- **Concessions** – Prepare/Serve food for sales, re-stock and clean up.
 - **Experience** – None Required, must be 14 yrs or older.
 - **Time** – 45 minutes prior to warm-ups
 - **Positions Needed** – 3 spots per session
- **Post-Meet**
 - **Meet Clean-Up** – Pack up equipment and supplies at end of meet and store securely.
 - **Experience** – None Required
 - **Time** – End of Meet/Session
 - **Positions Needed** – every volunteer in each area is responsible for clean up.

Signing Up To Volunteer

- An email will be sent with the list of jobs needed. Please click on the job you want to sign up for, enter your name and phone number, click SAVE/SUBMIT.