

# Swim Meet Job Descriptions

Volunteering is a critical part of family participation on the Sharks. There are two types of volunteering requirements: Meet Jobs and Committee Jobs.

Each family is required to sign up for a committee position and meet jobs — see the details in the bullet list below. Please select your required committee and meet jobs by going to the home page, clicking the “events” tab, then selecting jobs at each meet you’ll attend.

- Families are required to volunteer for 5 meet shifts or 1 committee job and 2 meet shifts.

First half workers report between 8:00AM (with the exception of concession and meet setup workers). Second Half workers report at the break.

## HOME MEET JOBS:

**RUNNERS:** You literally run from one end of the pool to the other, delivering swimmer’s lane cards to timers, collecting lane cards from timers after each race and delivering them to the head table.

**BACK-UP TIMERS:** You provide a back-up watch in case timers have trouble with their watches. You start your stopwatch with the gun and look for any timer who might have missed the start or has problems with a watch.

**CONCESSIONS:** Assist the Concessions Manager with assembling food items, cooking, cashier/sales, and serving food and snacks at home meets. Any questions, please email concession team at trbsharks@gmail.com.

**ANNOUNCER (Head Table):** Make announcements during meets to inform swimmers, families and officials on the progress of the meet. Announces ready bench event call, current event in the water, team records, and general announcements.

**HEAD TABLE – Lane Slip Sorter:** Sort lane cards for each heat by time and each event by finish places, notes heat winners, place winners 1st – 6th, participants on each lane card, separate cards by team and deliver for data entry.

**OFFICIALS –** Start a races, watch races, use judges slips, identify DQ’s, etc. Training is provided. Prior swim knowledge preferred.

## HOME and AWAY MEET JOBS:

**HEAD TABLE – Stats:** You work at the head table as either stats recorders or ribbon writers. Stats recorders log each child’s time, the place they earned, and the points awarded to the team into the team computer.

**RIBBON WRITER:** The ribbon writer gets the time stickers from Stats and prepares ribbons for the swimmers/files in team file box.

**LANE WRITERS / TIMERS:** Each lane requires two timers and one lane writer. Lane timers use team-provided stopwatches to record swimmers times for each heat. The lane writer verifies the swimmer’s name in each heat, writes all 3 times on swimmers’ lane cards, circling the middle time (between fastest and slowest) when a swimmer completes the race. These positions are a great way to get close to the action.

**READY BENCH WORKERS:** You coordinate Sharks team swimmers, get them ready for the races, assign lanes to swimmers, distribute lane cards, remain on the lookout for lost children not ready for their race, and deliver younger swimmers to the proper lanes for the event / heat.

**BACK-UP ALTERNATES:** You're a back-up for missing volunteers, and can be assigned to any position during a meet to help keep staffing levels adequate to continue the meet.