

EAC Volunteer Roles and Descriptions

- **Meet Set Up** (4 per home meet)
Set up the night before a home meet during Friday night practice. Meet on the pool deck where a board member will direct you to help with jobs including moving chairs, placing rubber mats, hanging up signs, and taping off restricted areas.
- **Meet Clean Up** (4 per home meet)
Clean up immediately following a home meet. Help with jobs including moving chairs, rolling up and storing rubber mats, removing signs and tape, and returning college furniture. Pick up any stray trash on pool deck, in hallways, or in Jay Walk area.
- **Hallway Sound System Set Up/Tear Down** (2 per home meet)
Set up hallway sound system before the meet. Tear down sound system after the last events are called for line up.
- **Announcer** (2 per home meet)
Sit on pool deck to announce the event and names of swimmers participating in each event. Communicate via two-way radio with the second announcer who sits in the Jay Walk and announces the event numbers to swimmers and parents outside of the natatorium.
- **Timers & Back Up Timer** (12 per meet)
Stand at the finish end of each race to time the swimmer in your lane. Timers sign up for the first half or the second half of the meet.
- **Back Up Timer** (2 per home meet)
Stand at the finish end of each race at the corner of the pool. At home meets, a back-up timer keeps time and can handover a stopwatch in the event that a lane timer's watch fails.
- **Swimmer Line-Up** (4 per meet)
Stand on pool deck and call the 10-and-under swimmers to line up for their events. Give them reminders to get items they need such as cap or goggles if they have forgotten. Give them their lane numbers and send them to line up behind the blocks. Volunteers must turn in state clearances for this position.
- **Finish Judge** (2 per meet)
Stand on deck at the finish end of each race. Watch swimmers finish and record finish place 1st, 2nd, 3rd, etc. Turn finish slip into the runner. Shadow a finish judge to see if this job would be a good fit for you.
- **Runner** (2 per home meet)
Walk along and collect time sheets from timers and finish judge sheets following each event. Send paperwork to the computer operator and assistant.

- **Referee/Head Official** (1 or 2 per home meet)
This is a trained position. Operate the starting device and announce the start of each race. Oversee the stroke and turn officials and all aspects of the swim meet on the deck and in the pool.
- **Stroke and Turn Official** (4 per meet)
This is a trained position. Observe on deck and walk along pool to watch swimmers. Check for legal strokes and turns. Communicate with other officials as needed.
*Note: EAC is always looking for people willing to be trained for this position.
- **Scoring Table Computer Operator** (1 per home meet)
This is a trained position. Operate meet computer. Use team line ups to set up the meet the evening before. Confer with home and visiting coaches concerning meet changes. Create heat and timer sheets. Ensures accuracy of time transfers. Confer with head official on meet discrepancies. Print ribbon labels. Email results to the league and team coaches.
- **Scoring Table Assistant** (1 per home meet)
This is a trained position. Assist the Computer operator. Help in organizing paperwork and keeping track of the pace of the meet.
- **Colorado System Operator** (1 per home meet)
This is a trained position. Operate Colorado System console that advances the score board and gathers times from Colorado plungers and pads. Full attention on every race is necessary and required.
- **Ribbons** (1 per home meet)
This is a trained position. Receive information and labels from the scoring table and apply place labels to the correct ribbons. Sort ribbons between the two teams. Give the coach of the other team their ribbons before they leave the facility. Give EAC ribbons to an EAC coach.
- **Water on Ice** (1 per home meet)
Bring a cooler of 30 waters (16.9oz bottles) on ice to the meet and place on pool deck for pool deck volunteers.
- **Frosty Frolic Volunteer Jobs**
ALL ABOVE volunteer jobs as well as additional jobs in the Kav and hallways will be needed for the Frosty Frolic as it is larger event than a dual meet. More information about jobs for the Frosty Frolic will be provided closer to the date of the event.