



SWIM MEET VOLUNTEER JOB DESCRIPTIONS

ON DECK:

❖ Announcer:

- Like to talk? Want to be close to the action? Being the meet announcer could be your thing!
- Read off names for each heat with their lane numbers.
- Home meets only

❖ Console Operator:

- On the job training is necessary.
- Must be trained or willing to learn – console takes times from touchpads and puts them into the computer
- Home meets only

❖ Officials:

- These are trained and certified volunteers. Trainings are in September and October each year
- All of the officials below must be 21 years of age or older.
- Administrative Official
 - Duties:
 - ♦ Supervises the entry/registration process, scoring, ensuring equipment operating correctly.
 - ♦ Accurate processing of entries & scratches (seeding meet).
 - ♦ Certifying times are correct and recorded properly.
 - ♦ Recording DQs approved by Referee.
 - ♦ Determination and publication of the official results
 - Home meets only
- Level 1 Official
 - The stroke, turn and relay take-off judge of meets.
 - Must start as a level 1 before becoming a Level 2.
 - Home & Away meets



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- **Level 2 Official**
 - The Referee, Starter and Chief Judge of meets.
 - Can also be the stroke, turn and relay take-off judge of meets.
 - Must start as a level 1 before becoming a Level 2. Served a minimum of 8 sessions as a Level 1 Official.
 - **Home & Away meets**
- **Meet Manager Operator**
 - Uses Meet Manager Software to download times from the Console and works with the Admin Official to ensure the times are accurate.
 - **Home meets only**

❖ Orca Wranglers:

- Bring swimmers from the 8 & Under, 9-10s and 11-12s behind the blocks for their events.
- **Home & Away meets**

❖ Photographer:

- Someone to take pictures on deck (you will be allowed on deck but not behind blocks) to take candid shots of the swimmers.
- Will then email Bryn pictures so she can email out to the team.
- **Home meets only**

❖ Place Judge:

- Can you write down the numbers 1 through 6 or 8? If so, you can do this job.
- You will sit at the finish line and write down the order of each head by lane number.
- You are just the back up to the touchpads, plungers and stopwatches.
- Only hazard to the job is getting splashed!
- **Home & Away meets**



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❖ Runner:

- **No, you don't actually run, you walk quickly.**
 - **This person gets the event cards from the head timer and takes them to the scorer's table. Another job where you can be close to the swimmers!**
 - **Home meets only**

❖ Timers:

- **Timers Behind the Blocks**
 - **Easy job, and best view of the swimmers!**
 - **Press the button on the stopwatch at the start, press it again when the swimmer in your lane finishes, and write the time down.**
 - **Home & Away meets**
- **Back Up Timer:**
 - **Yup, this is another job with a stop-watch.**
 - **You start the watch just like the other timers but are there only if somebody goofs up – then you hand your watch over to them.**
 - **Easy, right?**
 - **Home meets only**

OFF DECK:

❖ Snack Bar:

- **Home meets only**
- **Snack Bar Set-Up:**
 - **Report to the snack bar after dropping off your swimmer.**
 - **You'll help set out the food and get everything ready for the hungry hordes.**
- **Snack Bar Workers:**



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- **Report to the snack bar before the meet starts to sell the items at the snack bar.**
- **You will ALWAYS get to break away to see your swimmer compete!**
- **Snack Bar Break-Down:**
 - **Does your swimmer take forever to get out of the locker room? Well, then, might as well be productive and help take down the snack bar while you wait!**
 - **You will pack up the snack bar into bins neatly for the next meet.**

❖ Volunteer Check-In

- **Check in volunteers to ensure everyone has shown up to do their jobs.**
- **Home & Away meets**

