

Volunteer Job Descriptions



Parent volunteers are crucial to the success of meets. Swim meets require a large volunteer staff. In fact, a typical swim meet takes over 40 parents to time, officiate, and score, and that does not include pool set-up and tear down, or running the food table. *A commitment from the families of the swimmers is essential to make the meet run as smooth and fair as possible.* There are jobs before, during and after the meets that can put your good talents to use. When ALL FAMILIES pitch in and help, no one individual or family will be over-burdened. Thank you in advance for your willingness to help out.

HEAD TIMER

Organizes and briefs the Lane Timers on their duties prior to the meet and is in charge of the lane timers throughout the meet.

- There is one head timer per meet – chosen by and generally from the home team.
- Generally, oversee the timing function, answer questions, and act as a back-up timer.
- Approximately 15 minutes before start time, gather all lane timers together for the Timer Meeting.
- Review how you want timers to signal needing you to back them up during a race and/or ask for relief.
- Run a test of stopwatch and timer accuracy: give a start signal, wait about 20-40 seconds and give a stop signal with your hand.
- Passes out timer clipboards and stop watches

LANE TIMERS & SCRIBES

Before a race:

- See if the next swimmer is present and in the correct lane, heat and event. If not, call the swimmer's name
- Make sure stopwatch is clear
- Start the watch the instant you see the light on the starter. Be in a position to observe the light.

During the race:

- If your watch fails or you miss starting the watch on time, raise your hand for the head/backup timer to receive a running replacement watch.
- Toward the end of the race, stand directly over the assigned lane to observe the touch. Stop the watch and/or push the plunger button when any part of the swimmer's body touches the wall.

After the race:

- Record the swimmer's time on lane timer sheet.
- Prepare to time the next race

RUNNER

- Collect print outs and/or timer sheets after each event and take to the person running the computer.
- Post result sheets in several pre-designated areas for coaches, swimmers and parents to view.

COMPUTER OPERATOR (requires training)

- Type the times into the computer as they are read to them
- Makes the changes from the scratch meeting
- Prints copies of the meets results
- Produces disks for both teams and the League
- Prior to the meet works with coaches to prepare the roster and heats.

ASST. COMPUTER OPERATOR

Reads the times from the timer sheets to the computer operator

HEAT WINNER DISTRIBUTOR

- This is a fun job because you bear good news!
- The home team supplies the heat winner prizes for the meet.
- There is generally one heat winner distributor per meet.
- Carefully watch each heat to see who touches the wall first.
- Give the heat winner prize to the swimmer after he/she gets out of the water.
- Heat winner prizes are important, especially to the younger swimmers.
- Swimmers and parents watch to see who wins and swimmers who win their heat and don't get a prize are very disappointed.
- If it is a tie (from your perspective), give both winners a prize.

RIBBON COORDINATOR

- Affixes the ribbon labels to the ribbons
- Files the ribbons in the team folders

FOOD TABLE / CONCESSIONS

- Setup - carrying in cases of food and drink, setting up tables and seating, hanging signs, and anything else that will be needed in order to set up for concessions.
- Prepare and serve concessions to swimmers and spectators attending the meet.
- Designate a water runner to hand out water bottles to volunteers, officials and coaches around the poolside.

MEET SET-UP CREW

This could include, but is not limited to:

- Setting up chairs and/or tables
- Help set up the pool deck markers, etc.
- Help bring up concession stand items from storage room
- Post signs

MEET CLEAN-UP CREW

Your basic tasks could include, but are not limited to:

- Generally, clean up the pool deck, lobby and/or General Purpose (GP) room.
- Help replace chairs to where the facility wants them stored
- Help coaches collect lane markers, etc.
- Throw trash in the trash can
- Collect lost items and give them to front desk

Officials Job Descriptions

The folks in white and blue: These ladies and gentlemen are [certified adult volunteers](#).

REFEREE

- Has full authority over the swim meet.
- Enforces all rules necessary to conduct the swim meet.
- Starter Upon signal from the Referee, assumes full control of the swimmers until a fair start has been achieved.

ANNOUNCER

- The Announcer uses the PA system to notify the swimmers what event is being swum currently and what the next two events are.

STARTER

- Your primary responsibility is to keep the meet moving.
- The Starter announces the events and they ensure that the swimmers start simultaneously.
- This position requires training and/or experience.

OFFICIALS

These are the people in the white shirts and blue shorts who make sure the kids have a level playing field and that rules are followed. These officials are all volunteers.

- **Stroke & Turn Judge** - Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke.
- **Exchange Judge** - Required for relay events. One exchange judge from each team shall be positioned at the corners of the pool and be responsible for observing exchanges.