

Appendix E / Volunteer Descriptions

Apparel/Spiritwear

- Works with team managers and coaches to select and order team swimsuits and other team apparel/gear.
- Sells items during practices and home meets.

Concessions Manager

- Purchases supplies to sell at Time Trials and home meets (main source of team income).
- Purchases and maintains team concessions equipment such as grills, griddles, extension cords, tables, chairs, etc.
- Directs volunteers selling refreshments at home meets.

Concessions Sales

- Prepares, sells and restocks refreshments at home meets.
- Distributes free water to volunteers during home meets.

Data Person

- Maintains the team Sports Engine database with roster information provided by the league.
- Sets up each meet in Meet Manager and imports the meet event file provided by the league.
- Exports team's Entry File for each meet.
- For home meets, imports each team's Entry File in Meet Manager and seeds the meet.
- Prints required meet reports.
- CNSL Meet Manager training is required.

Head Timer

- Assists the meet referee with assigning each timer to a lane.
- Distributes two watches, a clipboard, lane timer sheets and pencil per lane.
- Starts two watches for each race in a back-up capacity.

Heat Winner

- Distributes a heat winner ribbon to the swimmer who touches the wall first for every race.

Lineup Aides

- Lines up swimmers in the correct heat and lane for each event.
- Works with starter to establish the flow of the meet.

Officials / General

- Ensures a fair competition for all swimmers.
- Must attend CNSL Officials Training each year regardless of prior experience or USA Swimming certification.
- Must know the position responsibilities and changes to USA Swimming Rules and CNSL Rules and Regulations.

- Must wear the CNSL Official shirt received from the league.

Officials / League

- Appointed by the CNSL supervisory staff. Must have Meet Referee certification with USA Swimming.
- Must have minimum three years of experience each as a CNSL official and USA Swimming official.
- Reviews the CNSL League Rules and Regulations with the CNSL supervisory staff.
- Ensures consistency in performance and implementation of USA Swimming and CNSL Rules and Regulations.
- Conducts annual training for CNSL officials. Works with officials to handle questions that arise during a meet.

Officials / Referee

- Must have minimum one season's experience each as a stroke and turn official and starter.
- Must attend the CNSL Starter and Referee Training.
- Has authority over all officials and assigns and instructs them before each meet.
- Resolves all matters relating to the conduct of the meet.
- May double as the starter or a stroke and turn official.
- Briefs the timers and lineup aides to organize and instruct how the meet will run.

Officials / Starter

- Must have minimum one season's experience as a stroke and turn official.
- Must attend the CNSL Starter and Referee Training.
- Announces each event/heat and begins each race.
- Announces any pertinent messages during the meet, and team scores at the midway point and at the finish.
- Briefs the timers and lineup aides to organize and instruct how the meet will run.
- Records the order of finish for each heat.

Officials / Stroke and Turn

- Must attend the CNSL Stroke and Turn Training. Observes swimmers for compliance with USA Swimming and CNSL rules.

Relay Aides

- Gathers younger swimmers for relay events and escorts swimmers to the start and finish end of the pool.

Ribbon Coordinator

- Affixes award labels to each applicable award and best time ribbons.

Runners

- Collects lane timer sheets and DQ slips from officials and delivers them to the Meet Operations table.

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