

Swim Meet Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some of the positions do require attending special training sessions and some positions are better suited for our more experienced swim parents (ready bench and head timer for example). If you are brand new to the summer swim league, the jobs of timer, runner, set up, bullpen parent, ribbons and concessions are good places to start.

MEET DIRECTOR/STARTER: Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. *This individual must be trained for this position.*

STROKE 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. *Training is required for this position (a training clinic will be scheduled at our pool prior to the first meet of the season).*

CLERK OF COURSE LEAD: Responsible for getting the swimmers in order by event, heat and lane at the lineup start once released by bull pen parent. *Previous experience required for this position.*

CLERK OF COURSE: Assist the Clerk of course lead in lining up swimmers in correct order and events at the start line.

HEAD TIMER- LEAD: Is in charge of the lane timers throughout the meet. They will have 2 stopwatches that are started for each heat. If needed they will trade off their stopwatch with any timer who has a malfunctioning stop watch. *Previous experience required for this position.*

LANE TIMERS: Records the swimmer's time. Each timer is provided a stopwatch and assigned a lane; there are two timers for each lane. All times are recorded and the average time becomes the official time. This job gives you the best view of the pool and the swimmers during their races.

BULLPEN PARENT: Supervises the waiting area for a particular age group during meets, keeps track of swimmers - as best as they reasonably can - between events, and gets swimmers to the ready bench on time with caps and goggles. Gathers swimmers before their events and gets them to clerk of course. This position is obviously more important for the younger swimmers, and for the youngest ages (6 & under and 7-8) are especially critical to the timely start of the meet.

RUNNER: Responsible for obtaining the completed event cards and DQ forms for each race from the timers and judges. The cards and DQ forms are delivered to the scoring table. This job keeps you moving around at the poolside and the time passes quickly.

DATA HYTEK COMPUTER: Responsible for entering data from time cards and verifying data entered.

HEAT RIBBON WINNERS: Determines the winner of each individual event heat and awards that swimmer a heat winner ribbon. For 8 and under age groups only.

RIBBON WRITER: Places labels on ribbons; sorts and files ribbons into swimmer file folder. This is done by the computer at the back of the meet.

CONCESSIONS: Sells concessions during meet. Helps set up and tear down concession stand.

PARKING ATTENDANTS: Assist at the beginning of the meet with parking, and assisting away team with where to go once parking lot fills.

FLOATER: This position is used to fill a no show, or to fill in where needed.

CONCESSIONS-SHOPPER: This volunteer shops for all concession items needed for sale prior to the swim meet.