

Job Title	Times	Description	# Home Meet	# Away Meet	# Divisionals	# All Stars
Clerks/Shepherds - First Half	8:00a.m.-10:15a.m.	Clerks check-in swimmers and verify their event/heat/lane assignments using the meet program. Clerks will be located at several stations in the check-in area and behind the blocks. Shepherds will call the upcoming events to the check-in area, move swimmers between clerking areas, and find missing swimmers as needed.	6	2	1	
Clerks/Shepherds - Second Half	10:15a.m.-12:30p.m.	Clerks check-in swimmers and verify their event/heat/lane assignments using the meet program. Clerks will be located at several stations in the check-in area and behind the blocks. Shepherds will call the upcoming events to the check-in area, move swimmers between clerking areas, and find missing swimmers as needed.	6	2	1	
Concessions - First Half	8:00a.m.-10:15a.m.	Set-up concessions and assist with the preparation and sale of food and snacks during the meet. Please arrive at 7:30 a.m.	2			
Concessions - Second Half	10:15a.m.-12:30p.m.	Set-up concessions and assist with the preparation and sale of food and snacks during the meet. Second half should report during Event 32.	2			
Floater - First Half	8:00a.m.-10:15a.m.	Fill in for missing positions or to provide relief for positions on the pool deck.	1			
Floater - Second Half	10:15a.m.-12:30p.m.	Fill in for missing positions or to provide relief for positions on the pool deck.	1			
Head Timer - First Half	8:00a.m.-10:15a.m.	Run two stopwatches for use as backups. Communicate with IT Rep to let starter know when to begin heat. Attend timer meeting at approximately 7:45 a.m.	1			
Head Timer - Second Half	10:15a.m.-12:30p.m.	Run two stopwatches for use as backups. Communicate with IT Rep to let starter know when to begin heat. Attend timer meeting at approximately 7:45 a.m.	1			
Heat Ribbon Presenter - First Half	8:00a.m.-10:15a.m.	Awards a heat ribbon to the winner of each heat.	1			
Heat Ribbon Presenter - Second Half	10:15a.m.-12:30p.m.	Awards a heat ribbon to the winner of each heat. Second half should report during Event 32.	1			
Heat Sheet Runner - First Half	8:00a.m.-10:15a.m.	Pick up, sort, and bring the completed heat sheets and DQ slips from timers and judges to the scoring area after each event.	1			
Heat Sheet Runner - Second Half	10:15a.m.-12:30p.m.	Pick up, sort, and bring the completed heat sheets and DQ slips from timers and judges to the scoring area after each event. Second half should report during Event 32.	1			
Home Meet Clean-Up	12:30p.m.-1:30p.m.	Clear all trash from pool deck, parking lots, and surrounding team areas. Set-up chairs and benches around pool area.	4			
Home Meet Set-Up (Friday Night 7:00 p.m.)	7:00p.m.-8:30p.m.	Assists the meet coordinator to clear the pool deck, move chairs/tables, set-up course and concession areas, and other duties as assigned. Report to the Oakdale pool Friday night at 7:00 p.m.	4			
IT Assistant - First Half	8:00a.m.-10:15a.m.	Assists with electronic timing, checks event times, and posts results. Attend IT meeting at approximately 7:50 a.m. at the pool check-in desk.	2	1	1	
IT Assistant - Second Half	10:15a.m.-12:30p.m.	Assists with electronic timing, checks event times, and posts results. Attend IT meeting at approximately 7:50 a.m. at the pool check-in desk. Second half should report during Event 32.	2	1	1	
Parking Lot Attendants (Saturday 6:30 a.m.)	6:30a.m.-8:00a.m.	Direct team officials and handicapped visitor to designed parking spaces. Monitor drop-off area and direct vehicles to Oakdale HS for overflow. Report to pool Saturday morning at 6:30 a.m.	3			
Ribbon Helper - First Half	8:00a.m.-10:15a.m.	Apply stickers (provided by IT) to corresponding event place ribbons for each meet and organize the ribbons for distribution to swimmer folders.	1	1	1	
Ribbon Helper - Second Half	10:15a.m.-12:30p.m.	Apply stickers (provided by IT) to corresponding event place ribbons for each meet and organize the ribbons for distribution to swimmer folders. Second half should report during Event 32.	2	1	1	
Safety Marshall - First Half	8:00a.m.-10:15a.m.	Safety Marshall will ensure that conduct rules are followed, monitor the team areas (including locker rooms), and report issues to the Team Reps immediately.	1			

Job Title	Times	Description	# Home Meet	# Away Meet	# Divisionals	# All Stars
Safety Marshall - Second Half	10:15a.m.-12:30p.m.	Safety Marshall will ensure that conduct rules are followed, monitor the team areas (including locker rooms), and report issues to the Team Reps immediately.	1			
Stroke and Turn Judge - First Half	8:00a.m.-10:15a.m.	Observes the competition for compliance with the technical rules of swimming. Reports infractions in writing using the provided DQ slips. JOB MAY ONLY BE FILLED BY TRAINED S/T JUDGES.	2	2	2	1
Stroke and Turn Judge - Second Half	10:15a.m.-12:30p.m.	Observes the competition for compliance with the technical rules of swimming. Reports infractions in writing using the provided DQ slips. JOB MAY ONLY BE FILLED BY TRAINED S/T JUDGES.	2	2	2	1
Timer - First Half	8:00a.m.-10:15a.m.	Times swimmers in assigned lane for events. Report the swimmer time to the lead timer. Lead timer records swimmer times from ALL timers on the heat sheet and hands to the Runner at the end of each event. Attend timer meeting at approximately 7:45 a.m.	16	8	4	2
Timer - Second Half	10:15a.m.-12:30p.m.	Times swimmers in assigned lane for events. Report the swimmer time to the lead timer. Lead timer records swimmer times from ALL timers on the heat sheet and hands to the Runner at the end of each event. Attend timer meeting at approximately 7:45 a.m.	16	8	4	2
Water and Trash - First Half	8:00a.m.-10:15a.m.	Deliver bottles of water to timers and officials (referee, judges, and scorers). Check and empty trash cans as needed.	1			
Water and Trash - Second Half	10:15a.m.-12:30p.m.	Deliver bottles of water to timers and officials (referee, judges, and scorers). Check and empty trash cans as needed. Second half should report during Event 32.	1			
		Total Volunteers	82	28	18	6