



Volunteer Information

Volunteer opportunities are available in 2 shifts.

- **Shift 1** begins just prior to the start of the meet and runs through Event 45.
- **Shift 2** runs from Event 45 through Event 90.

It is imperative that volunteers for both shifts check-in at the Volunteer Table 30 minutes before the meet begins and report to their volunteer locations on time. If you will no longer be attending the meet, please change your volunteer status on the team website or contact castlecrocswim@gmail.com as soon as possible to remove yourself from the volunteer schedule.

Volunteer Job	Job Description
Volunteer Coordinator(s)	<ul style="list-style-type: none">• Runs the volunteer table at the meets and makes sure we have people at each needed job.• Posts volunteer needs for each meet.• Verifies parents have fulfilled volunteer requirements.
Meet Manager/Lead Scorer	<ul style="list-style-type: none">• Uses Meet Manager software to create meet program prior to meets.• Leads the Scoring Table and finalizes/prints results during home meets.• Makes results available on website after the meet.• Sends results to MHSL.• Updates records, including All Star Times.• This position requires additional training and certification.
Clerk of Course	Creates and prints the paperwork needed at home meets for the officials, timers, stroke and turn judges, coaches, etc. This position requires additional training and certification. Training is April 30 from 7 to 8 p.m. at 2701 E. Geddes Place, Centennial, CO 80122
Meet Referee	Leads the Officials at our Home Meet and provides a fun, safe, and fair competition. This position requires additional training and certification. <ul style="list-style-type: none">• May 20 - 6:30 to 8:30 at Highlands Ranch Library• May 22 - 7 to 9 p.m. at Parker Library

Starter	Teams with Meet Referee and starts each race at the meets. This position requires additional training and certification. <ul style="list-style-type: none"> • May 20 - 6:30 to 8:30 at Highlands Ranch Library • May 22 - 7 to 9 p.m. at Parker Library
Stroke and Turn Judges	Watch swimmers to make sure that relay starts, strokes, turns, and finishes are legal. This position requires additional training and certification. <ul style="list-style-type: none"> • May 1 - 7 to 9 p.m. at Parker Library • May 6 - 7 to 9 p.m. at Parker Library • May 11 - 1 to 3 p.m. at Castle Rock Library
Head Timer	Manages timing equipment throughout the season, runs timer meetings at the beginning of each home meet, and assists with any timing issues that occur.
Timer	Stands at the end of the lane and times events from the light on the starter to the touch of the wall using either a Dolphin or manual timer. Records times on a written record (sheet/cards).
Back-Up Timer	Provides additional times for events in the case of mechanical or human error.
Order of Finish	Writes down the lane numbers of the swimmers in the order they finish each heat.
Scribe	Assists the officials and records disqualification slips. You do not have to speak to swimmers; this is the coaches' job.
DQ Coordinator	Keeps records of DQ information from each meet to report to MHSL.
Heating Area/Head of Heating	Organizes swimmers by events and lanes and moves them through the heating area and over to the blocks. We need a head heater for our Home Meets, too.
Runner	Collects time sheets from Timers and delivers them to the scoring table, collects disqualification (DQ) slips from officials/scribes and delivers them to the scoring table, and takes information from scoring table to the coaches.
Announcer/DJ	Announces important information through the sound system, highlights our sponsors and concessions, and plays music throughout home meets.
Concessions	Purchases, stores, and sells concessions during our home meets.
Hospitality/Bathrooms	Delivers water and snacks to timers and officials. Stocks and cleans bathrooms.
To Be Assigned	You will be filled into positions as needed on meet day.
Awards	Labels ribbons and distributes them to swimmers' folders after the meets.

Treasurer	Keeps track of team budget, expenses, etc.
HOA Liaisons	Communicates and contracts with HOA2 and CPNII for pool use and various needs throughout the season.
Communications/Website	Sends and responds to e-mails and makes updates to team website.
Social Chair	Organizes social events throughout the season, including our Kick-off Party and End of Season Party.
Parent Rep	Attends all MHSL Meetings and communicates with other teams in our division throughout the season.
Sponsorship Chair	Maintains relationships with current and potential team sponsors.