



2022 MSC SWIM TEAM JOB DESCRIPTIONS

Co-Chairs	Oversees all committee heads. Attends (or gets a representative to attend) Midlakes Spring Meeting.
Volunteer Coordinators	Make sure volunteer positions are filled; Print out volunteer name tags. Make sure officials have completed Midlakes training where required.
Volunteer Check-in	Check-in volunteers, distribute name tags. Arrive 30 minutes before meet to set up at swimmer check-in table; check in first and second half volunteers (5:15-5:45 *1 hour break* 6:45-7:15)
Swim Team Check-in	Arrive 1hr. Before each meet to set up a team area, tables, banner, write up volunteer name tags; Work with coaches to get event assignments and distribute them to swimmers. (2 people at each home meet) Check-in swimmers and answer questions. Write swimmers heats on arm.
Computer/Timing System	Run meet computers, record results.
Announcers	Two people to announce during the meet.
Ribbons	One to two people responsible for printing and labeling ribbons during meets, getting visiting team their ribbons and filing MSC ribbons after the meet
Runners	Collect results from timers and deliver to computer entry station. Requires walking and comfortable shoes.
Starters	In charge of starting all races. Midlakes training required, no prior experience necessary.
Stroke & Turn	Make sure strokes/turns comply with meet rules. Midlakes training required, no prior experience necessary.
Timer	Use stopwatches to time swimmer; one per lane
Stopwatches	Keep track of watches and bring to and from every meet (or assign someone to do this)
Computers	Enter swim meet data in real time. No prior experience necessary.
Coach meals	Get Food Truck orders from coaches in advance; order and deliver to coaches during meet.
Coaches' Party	Work with coaches to plan games and activities. Get clippers for haircuts, order pizza and cake, etc.
Awards Banquet	Collects donations for coaches' gifts and gets gift cards. Coordinate ordering awards and pick them up. Plans dessert for all attendees. Coordinate a swimmer end-of-season gift (if approved)
Fun Fridays/Meet Themes	Work with coaches to determine themes, coach costumes, music. Some decorations in MSC closet, please don't purchase more trinkets, etc. NO balloons. After-practice snack/theme on summer Fridays.
End of Season Video	Supports videographer. Sets up a collection site for all photos throughout the season and communicates to the team. Creates video
Team Photographer	Photographs Events and Meets

