

## Parent Jobs

**Meet Manager** - Responsible for entering and updating all events, participants and points entries that are tracked in the Meet Management Software/laptop. Responsible for event scratches, deck seeding and resolving problems with entries. **(Must be trained)**

**Meet Manager Assistant**- Helps the meet manger with cutting and sorting papers. **(Must be Trained)**

**Colorado** - Enters information on the Colorado (computer timing) system. **(Must be trained)**

**Concession**- Helps cook, sell and prepare food.

**Announcer** - Announces events and results during the course of the meet.

**Hospitality** - Set up and deliver snacks and refreshments to parents who are working their volunteered shift.

**Printer/Verifier** - Works with the Colorado System Operator, Starters and Stroke & Turn to correlate meet results

**Ribbons** - Sits at the awards table and using a printed placement sheet, places printed labels on the appropriate ribbon and places them in the appropriate team bin.

**DQ Runner** - Collects DQ slips from all stroke and turn judges and give them to the printer/verifier.

**Timer Runner** - Picks up the event sheets from each lane at the end of the heat and takes it to the printer/verifier.

**Head Table Runner** - Picks up the heat and lane assignments and race results from the meet manager and posts

them on the pool deck. Distributes meet papers to starters, Colorado, referee, stroke & turn judges, lane assistants and timers.

**Set Up/ Take Down** - Responsible for setting up and taking down the concession stand, EZ-up tents, Colorado system, timing system, run the wiring, head table and timing stations for home meets.

**Lane Assistant** - Assist the swimmers with heat and lane assignments on the pool deck.

**Starter** – Responsible for starting the swim meet. Judges fair and legal starts. Includes: calling swimmers to the blocks, setting the swimmers and starting each heat & race. **(Starters must be trained.)**

**Stroke and Turn Judge** - Judges the swimmers to make sure that the strokes are done correctly, and the swimmer touches the walls on the turns. Judges will write up a DQ (disqualification) slip if the swimmer does not swim the stroke correctly or doesn't touch the wall. **(Judges must take a class on technique offered by the Swim Club or League.)**

**Back-Up Timer**- Stands behind the timers with two stopwatches. Starting them at the start of the heat and listening for timers to call for a back-up timer.

**Timer** - (electronic) Responsible to be at assigned lane ON TIME. When a swimmer comes towards the finish, the timer gets up from their seat and moves to the edge of their lane, then leans over and pushes the electronic timer (held in his hand) when any part of the swimmer's body touches the wall.

- (stop watch) there is one stop watch timer per lane along with the electronic timers. The stop watch timer watches for a signal and then starts the stopwatch. The stopwatch timer will get up from their seat, lean over the edge of their lane and stop the watch at the finish of the race when any part of the swimmer's body touches the wall

**Table Monitor**- Monitors the flow of swimmers to the blocks. Allows entry of swimmers based on current event. The table monitors do not check-in swimmers, though they may give the swimmers their heat/lane assignment if the swimmer has not checked the posting.

It is **IMPORTANT** that all volunteers report to their duty on time!