

			Vol	unte	ers N	eed	ed fo	or Eacl	h Mee	et
Position/Description	Point s per Meet	6/7 (H) Time Trial s	6/14 (A) @ MC	6/21 (H) vs NCR	6/28 (A) @ NR	7/5 (H) vs RST	7/12 (H) vs OH	7/19 (A) Divisio nals	7/26 (A) All Stars	7/27 Cookout/ Banquet
TPDC Executive Committee - Serves as the planning and implementation engine of the team. Carries out tasks prior to and after the season is over. Positions include League Representative, Asst. League Representative, Meet Manager, Asst. Meet Manager, Treasurer, Registrar. Serves for no less than two consecutive seasons.  (HOME & AWAY)	10	7	7	7	7	7	7	7	7	7
Announcer - Makes all meet announcements and announces each event's winners etc. Starts the meet for the audience with the National Anthem or Pledge of Allegiance.  (HOME)	3	1		1		1	1	n/a	n/a	1
Backstroke Legs - Stand still during backstroke events.  (HOME & AWAY)	2	2	2	2	2	2	2	2	n/a	n/a
Clerk of Course - Maintains order in 'holding area' for swimmers. Assigns swimmers to their lane. Distributes Event Entry Cards to swimmers.  (Should have at least one season of experience as an assistant Clerk	6	1	1	1	1	1	1	1	n/a	n/a



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of Course)										
(HOME & AWAY)										
Clerk of Course Assistant - Helps children get to proper lanes, brings cards to timers for 25m events.	4	2-3	2-3	2-3	2-3	2-3	2-3	2-3	n/a	n/a
(HOME & AWAY)										
Concessions Manager - Buys supplies, coordinates type and amount of donated food items. Responsible for turning in sales money to the treasurer after each meet.  (HOME)	10	1		1		1	1	n/a	n/a	n/a
Concessions Assistant - Sell food and drink items at concession stand. Assist with set up and break down of concession area.  (HOME)	5	2-3		2-3		2-3	2-3	n/a	n/a	n/a
Computer Operator - Enters the times in all events for all swimmers and notes all disqualifications. Compiles and prints the team scores and ensures that all teams receive a copy of the Meet Results. Provides all data in electronic form to the Host Team Data Manager. Makes sure the	6	1		1		1	1	1	n/a	n/a



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Team Roster is current and consistent with that received by the Clerk of Course at the start of the meet. Prepares the awards in the name of swimmer, team, stroke, distance, swimmer's time, age group, and date.										
(HOME & AWAY)										
Computer Operator Assistant - This person would work alongside the computer operator. You would learn the system for entering swimmers times during a meet and serve help during the meet and as a backup for the computer operator.	6	n/a		1		1	1	1	n/a	n/a
(HOME & AWAY)										
Cookout/Banquet Coordinator - Works with Executive Board and coaches to plan and organize an end of season cookout/banquet.	10	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1
Cookout/Banquet Assistants - Works with the Coordinator to secure location, buy food/supplies, set up and break down	5	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	6
<b>Deck Crew</b> - Primary duty is to assist with the set-up and tear down of all equipment during home meets.	5	8		8		8	8	n/a	n/a	n/a



		Volunteers Needed for Each Meet											
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(HOME)													
Fun Friday Coordinator - Plans and organizes fun activities for each Friday before the Saturday meet. Some traditional activities include poster and temporary tattoos before the first meet of the season, Pop & Shake night - popcorn with various toppings, Nails & Legos night and ice cream sundaes. Please be creative and bring fun and innovative ideas!	10	1	1	1	1	1	1	1	n/a	n/a			
Fun Friday Assistant - Helps the Coordinator with Fun Friday activity which includes getting supplies, serving and helping swimmers.	5	2	2	2	2	2	2	2	n/a	n/a			
Head Judge - With the Referee and Head Timer, the Head Judge compiles the roster of qualified officials. 2) The Head Judge verifies that the electronic results accurately reflect the proper times, DQs and places for each event. (AWAY)	10	n/a	1		1			n/a	n/a	n/a			
Head Timer - Times each event in order to substitute for any Timer if required. Instructs Timers to clear watches after each event. The decision of the Head Timer as to the exact time of each watch shall be final and absolute. With Head Judge and Referee, prepares roster of	4	1		1		1	1	n/a	n/a	n/a			



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qualified officials. Assigns Roving Timer in a dual meet to time the first-place swimmer in each event for record purposes.										
(HOME)										
Music (DJ) - Play uptempo, current CLEAN songs to get swimmers energized and excited to swim.	3	1		1		1	1	n/a	n/a	1
(HOME)										
Photographer - Capture all aspects of the swim meet, especially candid and impromptu moments. We could also use an updated Team Photo.	3	2	2	2	2	2	2	n/a	n/a	2
(HOME & AWAY)										
Record Keeper - Responsible for recording TPDC & Pool records into the official record book.  (HOME)	4	1	n/a	n/a	1	1	1	n/a	n/a	n/a
Referee - Ensures meet is conducted in accordance with the rules. Ensure fair and equitable competitive conditions exist for all swimmers. Resolves all disputes and protests.	10	1		1		1	1	1	n/a	n/a
(HOME)										



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Ribbon Writer (Head) - Responsible for managing ribbon stock, organizing blank ribbons per meet and event, organizing awarded ribbons per swimmer for distribution by the swim coach. At awards table, receives individual event results from the Scorer and prepares meet ribbons based on that information.	4	1		1		1	1	n/a	n/a	n/a
Ribbon Writer Assistant - At awards table receives individual event results from the Scorer and prepares meet ribbons based on that information.  (HOME)	3	2		2		2	2	n/a	n/a	n/a
Roving Timer - Roving Timer in a dual meet to times the first-place swimmer in each event for record purposes. The Head Timer and Roving Timer shall start their watches at the start of every event. The former's time shall be used, should any watch fail to start properly or stop properly.  (HOME)	4	1		1		1	1	n/a	n/a	n/a
Runner - Responsible for collecting individual lane timer sheets and sweep judge sheets and bringing	3	1		1		1	1	n/a	n/a	n/a



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them to the scorers table after each event.										
(HOME)										
Starter - The Starter shall stand on the side of the pool within approximately five meters of the starting end of the pool and, upon signal from the Referee, shall assume control of the swimmers until a fair start has been achieved. The Starter may: Announce the event, Advise the heat when a swimmer will be attempting to achieve a time at an initial distance and For backstroke starts, give the command, "Place your feet."  (AWAY)	10	n/a	1		1			n/a	n/a	n/a
Stroke & Turn Judge - Must be familiar with the USS rules governing turns and touches for Freestyle, Breast, Back & Butterfly strokes. Report all DQs to the Referee. PMSL or USS training class required.  (HOME & AWAY)	4	2	2	2	2	2	2	2	n/a	n/a
Team Representative - Reports to the host pool not later than 30 minutes before the meet is scheduled to begin. Ensures team remains in	3	1	1	1	1	1	1	1	n/a	n/a



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their assigned areas. Responsible for the conduct of the team at all times. Consults with the Referee on any questions pertaining to the USA Swimming and League Rules, conduct of the meet or decisions of officials. He/she may not consult with the Referee while an event is in progress. Lodges protests involving turns, strokes and other technicalities within 30 minutes after the event has been recorded. Stationed at pool side so they are in a position to receive reports of disqualifications from the Referee. Shall remain on deck after the meet until released by the Referee.										
(HOME & AWAY)										
Timer - Brief instruction is provided prior to the start of the meet. Uses stopwatch to time heat. Records finish times on swimmer's Event Card. 3 PER LANE.  (HOME & AWAY)	3	12	9	12	9	12	12	3-4	n/a	n/a
Volunteer Coordinator - Keeps track										
of all volunteer hours and efforts carried out by parents for the season. Recruits volunteer trackers for each meet and event as well as volunteers to fill all positions. Works directly with	10	1	1	1	1	1	1	1	n/a	1



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the Treasurer to make sure all families meeting volunteer obligations are refunded their volunteer fee at the end of the season.  (HOME & AWAY)										
Volunteer Coordinator Assistant - Works directly with the Volunteer Coordinator all season to recruit parent volunteers, manage the "Signupgenius" account and post requests for volunteers before each meet. Keeps track of volunteer duties fulfilled, ensures that every volunteer at every meet/activity properly signs in and is credited for their work.  (HOME & AWAY)	5	1	1	1	1	1	1	1	n/a	1
Water Bearer - Responsible for ensuring cold water is available at the meet for meet personnel on deck. Periodically serves water to meet personnel who cannot leave their positions.  (HOME)	3	1		1		1	1	n/a	n/a	n/a