

**Announcer:** Keeps track of events and heats for the swim meet (during home meets) by turning sign board. Announces over speaker the current event in the pool. Makes other announcements as needed from officials and meet director. This job is basically a sitting job, located at poolside.

**Bullpen:** This job is in the holding area for swimmers called the bullpen. You will be under the direction of the Bullpen Director. You will be directed in your duties to organize swimmers for their assigned races and heats according to the heat-sheet and send the swimmers to the block area in time for their races. It is not the job of the bullpen to search for swimmers missing from the bullpen. This is a standing job, with walking, and communicating closely with the children.

**Lane Director:** This job uses the heat-sheet to help swimmers brought to you from the bullpen get into the correct lane order and heat at the clock. You will be assigned as the "director" of a specific lane. This is especially helpful for the young swimmers needing direction to get up on the block for their race. This is a standing and walking job at poolside.

**Timer:** Three timers are required per lane with the duties on each lane split between the two competing teams. All timers start their watches on the flash and buzz of the starter's strobe and stop their watches when the swimmer in their lane touches the wall. Timers should verify the swimmers name either before or after their race. The team will provide stopwatches. One of the timers will act as the recorder and write all three of the times on the lane timing sheet provided on a clipboard at each lane. After the timing sheets are completed, "runners" will collect them. If one of the three timers on your lane doesn't get their watch started for some reason, they should raise their hand and yell for the back-up timer to come to that lane and step in to capture the end time. This is a standing job at poolside in an assigned lane. All timers, including those who are sometimes fulfilling split timing duties, must report for the timers meeting before the meet with the swim officials. This usually occurs at 5:45 at an announced location (for home meets it is by the diving boards). The swim officials will provide additional instructions on timing and how the meet will be run. ALL STOPWATCHES AND CLIPBOARDS SHOULD BE RETURNED TO THE VOLUNTEER COORDINATORS AT THE CONCLUSION OF THE MEET.

**Back-up Timer:** These timers stand to the sides of the pool and start their watches for every race on the signal of the strobe and buzzer from the starter. The back-up timer will be alert to signs from the lanes that they are needed and should go quickly to the lane where the regular timer is indicating a need for back-up (holding up their hand). They then stop their watch when the swimmer touches the wall and report the time to the recorder. Back up timers also frequently need to check with the lanes to relieve assigned timers for brief bathroom breaks. This is a standing and walking job at poolside.

**DQ Recorder:** Works with the officials to fill out DQ slips. Heat sheet, clip board, and DQ slips are provided. Attention to detail and good handwriting are necessary. This job is basically a sitting job, located at poolside.

**Runner:** Your job is to collect the timesheets after each even numbered event from the back of the lane rows and the DQ slips from the DQ recorders and "run", or turn them into, the time sheet judges in the computer area. It is important to collect these frequently and deliver them timely to keep the results flowing. This is a standing, walking job around the pool and building area.

**Time Sheet Judge:** This individual receives the time sheets from the runners, sorts the sheets by the event number, and either checks that the middle time has been circled by the lane timers or circles the middle time. This job is usually away from the pool deck, it is a sitting job and sometimes it is in an air-conditioned space (depending on meet location and practice of hosting pool).

**Computer Entry:** Helps coordinate entry of times into the computer, moving paperwork from the time sheet judges to the computer and then to the time entry checkers, and making sure results are posted in a timely manner. This job requires special training on the computer software. This job is only needed at certain times and locations. This job is usually away from the pool deck, it is a sitting job and sometimes it is in an air-conditioned space (depending on meet location and practice of hosting pool).

**Time Entry Checker:** This job receives a computer printout, checks that all times have been entered correctly by verifying against the actual time sheets and then informs the computer entry person if any changes need to be made. This job is usually away from the pool deck, it is a sitting job and sometimes it is in an air-conditioned space (depending on meet location and practice of hosting pool). .

**Set Up:** This job starts at 4:30 and checks in with the volunteer coordinator. Table and chair set up, general meet organization, setting up supplies, starter table, roping off seating areas, gathering supplies and general meet prep duties as directed by the coaches, hospitality, computer coordinator and meet coordinators are needed. This is an active position requiring walking, standing and maybe light physical duties. Once the meet is running smoothly this job duty is complete. This job is only for home meets.

**Volunteer Check-in Helper:** This job starts at 4:45. Duties include helping set up the volunteer check-in table, gathering paperwork, clipboards and watches. This job may involve running for supplies, communicating between locations, handing out nametags and stopwatches, checking in workers and general "gofer" duties. This can be an active job depending on the needs. Once the meet is running smoothly this job is complete.

**Hospitality:** The hospitality workers serve water or other provided drinks to all meet workers, coaches and swim officials throughout the meet. They are also policing the area for trash and cleaning up messes as needed. This job is very important, especially on hot days! This job is only for home meets.

**Floater:** You will be required to check in with the volunteer coordinators at the beginning of the meet. You will help volunteer as needed. You must be flexible, as you may have to work any position as needed if someone does not show up or fulfill their volunteer duties. If there are no needs and the meet is running smoothly, this job duty is complete.

**Clean Up:** You will need to check in with the volunteer coordinators before the meet, so they know you are present for your job. You will obtain trash bags from the concession stand in the later part of the meet and start picking up trash and policing the area. Once the meet is complete you will help with take down of chairs, tables, roping, signage, and general clean up duties. All pool chairs must be returned to the concrete and pushed together and flattened. The pool area must be returned to original condition for opening the next day. Lost and found item will be collected and turned in. You will be released by the coaches, or team president or volunteer coordinators once the work is complete. If you leave before this job is complete you may forfeit your deposit check. If all assigned workers are present, this job usually takes no more than 20-30 min after the meet completion. This is a physically active job involving lifting, bending, walking, and carrying. This job is only for home meets.