

## Volunteer Job Descriptions

Our meets are run by parent volunteers. PAC asks that at least one person from each swim family volunteers for one job per meet. No previous experience is required. You will be able to see your child swim their events! Any supplies needed such as timer, pen, clipboard, etc. are supplied. All volunteers must check in with the Volunteer Check-In when you arrive at the meet on Saturday mornings so that we know you are present. Questions are always welcomed!! Please email PalmyraSharks@gmail.com with any questions. Most parents find that after volunteering they truly enjoy participating. Thank you in advance for volunteering and assuring our meets run smoothly.

### **Brief job descriptions:**

**Timing** - You will have a stop watch, possibly a clipboard and pen. You will start the stop watch at the start of each heat and stop the watch at the end of the heat. There is an electronic timing pad for 9 & over events, two timers per lane and two back up timers per each heat. Process / practice will be reviewed before the meet.

**8 & Under Additional Timers** – Uses hand held stopwatch and joins other two timers per lane. You will only time the 8-under 25yd events. (Home meets only)

**Back-Up Timer** – Back-up timer for all lanes. 1 person is needed per half. A Back-Up Timer carries two stop watches (provided) and times for each event/heat. The Back-Up Timer watches the lane timers to support them should one experience a stop watch malfunction. (Home meets only)

**Runner** - Collect papers from timers and finish judges at the completion of each event and delivers to the scorer's table.

**Finish Judge** - fill in on a tablet the finish order of each lane. (First heat of each age group/event only)

**Ribbons** - place Avery labels on ribbons and filing ribbons in PAC ribbon boxes.

**Swimmer Coordinator (Clerk of Course)** - line up younger swimmers for their events

**Stroke and Turn Judge** – Must have a minimum of CPAL certification. Training and Certification are available.

**Concessions Stand** – Helps to set up food stand, sell food and helps clean up after meets. First half is asked to help set up and sell food. Second half is asked to sell food and clean up at the end. You will be able to leave the concessions stand to watch your child swim. (Home meets only)

**Volunteer Check-In** – Check-in all volunteers on meet day. If there are unfilled positions, recruit families before meet starts to fill vacancies.