

McFarland Spartan Sharks

Swim Meet Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some positions are better suited for our more experienced swim parents (head timer for example). If you are brand new to the swim team, the jobs of timer, runner, set up, clean up, meet marshal, awards and concessions are good places to start.

Admissions: These volunteers work at the admissions table, which is located near the entrance. Admissions is responsible for taking money for admission into the meet, handing out wrist bands for admission. The admission volunteers will also sell the heat sheets.

Announcer: Announces first, second and final calls for each event. Works closely with the starter to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers. Training is required for this position.

Awards: Organize, prepare, and do award labeling and distribution of awards.

Clean-up: Help clean up the pool and venue after the meet and return the equipment, tables, and chairs. This will include taking down any signs.

Computer Operator (Hytek swimming software) - Work and communicate with the Colorado Timing Operator and Admin Official. This position enters the official time for each swimmer into the Hytek swimming software after all times are communicated to the official's table (Colorado auto entered times plus the info collected from the timer sheets). This position will work closely with the Admin official to make any lane assignment changes and to add/delete swimmers as needed.

Colorado Operator – Sets up timing equipment. Makes sure equipment is running properly. Stores times for each heat/event. Resets timing system for next heat/event. Works with computer table team to ensure accurate results.

Concessions Worker: Work at the concessions stand. Prepare and serve concessions to swimmers and spectators attending the meet.

Head Timer: Organizes and briefs the Lane Timers on their duties prior to the meet and is in charge of the lane timers throughout the meet. The head timer has the authority to remove and replace any lane timer, with the approval of the home meet director. Previous experience required for this position.

Heat Winner Awards Watch each heat closely (lanes and scoreboard) to determine the heat winner and give the athlete the heat winner award once he/she exits the pool.

Hospitality Worker: Prepare and deliver food to coaches, officials during the meeting. This includes providing water to the timers.

Live Stream: Record each race of the swim meet live for viewing off site.

Meet Marshal: This position needs to have three male and three female volunteers. One Meet Marshal will be located at the door to the pool. Another Meet Marshal should be on the pool deck. The other four should

continually walk through the meet area (bleachers/seating, cafeteria, common areas, elevator) and watch for potential problems/safety concerns/misuse, address as appropriate or contact the Meet Director or Pool Director. Routinely check in pairs (gender specific) restrooms and locker rooms for potential problems/safety concerns/misuse, address as appropriate or contact the Meet Director or Pool Director.

Meet Runner: Responsible for obtaining the completed event cards and DQ forms for each race from the timers and judges. The cards and DQ forms are delivered to the scoring table. The job title is very descriptive. Runners should have good tennis shoes that work well on slippery wet surfaces. Assigned to work for one half of the meet. The meet runner will also take results to the awards table and post the results for viewing. This job keeps you moving around at the poolside and the time passes quickly.

Timer: Work as part of a pair to manually record swimmers' times (these times are used as backups for the Colorado Timing System in case of malfunction or "soft touches" that don't record via touchpad). One timer has a manual stopwatch and timer sheet to record the times from both stopwatches. Other timer has a manual stopwatch and plunger (connected to Colorado Timing system). Before the start of the meet, the Lead Referee will meet with all timers to explain the timing process and what is expected.

Staging: For each 8 & Under event, help younger athletes to group into their assigned heats/lanes on provided chairs. After grouping athletes for each event, lead onto the pool deck to blocks so athletes are in place at assigned lanes ready for their event and stay with that group of athletes until the whistle is blown for that event indicating swimmers should step onto the blocks.

Set-up: Set-up venue before the meet. This will include set-up tables, chairs, and put-up signs.

Volunteer Table Worker: sit at the volunteer table from before the beginning of warm-ups, well into the meet. Sign-up, train, and answer questions from volunteers. Work closely with the volunteer coordinator to help fill volunteer needs at the swim meet.