

River Falls *Swim Club*

Setup Crew

- Prepares the pool deck and high school for the event.
- Posts all signs to outline where everything will be in the school.
- Brings in and positions bleachers.
- Brings in and sets up racks of chairs around the pool deck for teams.
- Brings in and sets up admin table along with two chairs behind each dive block.
- Assist in the construction of the meet platform and put in touchpads along with plungers to test the system.
- Set up tables and chairs for concessions.
- Set up tables for admin stand and program sales.

River Falls *Swim Club*

Tear Down Crew

- Take down everything from the meet, putting everything back in the appropriate school areas where the items belong.
- Assist custodial crew in sweeping everything up and getting trash out.
- Help put away all excess concession and cleaning all concession equipment.

River Falls *Swim Club*

Volunteer Coordinator

- Ensures all volunteers get checked in before their shifts.
- Works to make sure volunteers understand their responsibilities and complete the jobs assigned to them.
- Acts as a floater or assistant if particular areas get bogged down during an event.

River Falls *Swim Club*

Announcer

- Announces the swimmers participating in the event for the duration of the meet.
- Makes announcements regarding concessions, awards, warm-ups and any changes that may arise during the meet.

River Falls *Swim Club*

Concessions Manager

- Responsible for continuity of concession workers over the course of the day.
- Monitors food levels and if needed, leaves the meet to purchase additional food items.
- Creates pricing sheets or white boards.

River Falls *Swim Club*

Awards Manager

- Stationed at the awards table over the course of the day.
- Responsible for setting up awards table each morning and getting everything put away at the end of each meet.
- Supervises the rest of the awards personnel and fields questions from parents or swimmers.

River Falls *Swim Club*

Timing System Operator

- Set up and run the Daktronics system and scoreboard for the meet.
- Continuously monitor the touchpads and plungers to ensure they are properly functioning.
- Hands over the back-up results to the admin ref.
- Assists the meet manager operators with miscellaneous tasks at the admin table.

River Falls *Swim Club*

Computer Operator

Note: This position requires specialized training

- Work with visiting coaches to make sure relays are correct for the meet.
- Collect results from each heat and each event, working with the admin ref to ensure proper times are recorded, along with scoring each event.
- Work with the Meet Manager program to publish awards and results for each event.
- A critical piece in the success of the meet and its ability to run smoothly.

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Head Timer

- Responsible for all of the Timers during each session.
- Starts two reserve watches for each race.
- Replaces Timers watches if they fail to get a good start on their stop watch.
- Ensures that all timers get breaks as needed.

River Falls *Swim Club*

Concessions Worker

- Sells food to swimmers and parents.
- Keeps all of the hot food ready to be served, restocking food and drink as needed so as to keep items fresh.
- Sends runners around the pool deck in 45 to 60 minute intervals to provide food/drink for coaches, officials and the admin table.
- Can rotate out to go to the observation deck to watch your swimmer in their events.

River Falls *Swim Club*

Timer

- This role is two people working behind a lane together.
- During each race, one will be responsible to operate the stopwatch to get a time.
- The other person will be responsible for pressing the plunger as the swimmer touches the wall.
- After each swim, record the stopwatch time on the lane timer sheet and pass off to the lane runner at the completion of each event.
- Check the swimmers into their lane prior to their events and make sure they are on the block for their correct heat.

River Falls *Swim Club*

Awards Table

- Collection the results from the meet manager table located on the pool deck.
- Post the results and awards on a wall near the table.
- When parents or swimmers come with labels from their swim, construct the applicable awards achieved and give to the swimmers.
- When a swimmer established a new Champ A/B time, create a certificate for the new achievement.

River Falls *Swim Club*

Program Sales

- This role is positioned directly outside of the observation area.
- Sells meet programs to parents as they come into the meet.
- Answers questions and directs to other areas as needed.
- Starts selling just before warm-ups begin, moving program sales to the concession stands approximately 45 minutes after the start of the meet.

River Falls *Swim Club*

Meet Marshall

- Responsible for the safety and wellbeing of swimmers or patrons at the meet.
- Also responsible for knowing when and how to correctly fill out an occurrence report should something happen on the deck or in the pool area.
- Checking the locker rooms in 45-60 minute intervals to ensure that everything is functioning properly and no vandalism or misbehavior is happening.
- Prevents parents from coming on deck.

River Falls *Swim Club*

Lane Runner

- Collects all of the lane timer sheets after each event and drops them off at the admin table.
- After each heat, collects all DQ slips from the officials.

River Falls *Swim Club*

Order of Finish

- This role is seated by the starting official, writing down the order each lane finished in the race, after each heat.

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Results Runner

- This role is positioned near the announcers table.
- Responsible for collecting the results and awards from the meet, bringing them out to the awards table.

River Falls *Swim Club*

Greeters

- The first people visitors meet, answering questions from all attendees, especially those attending for the first time!

River Falls *Swim Club*

Coach Hospitality Room

- Set up the hospitality area with food/beverages for the coaches and officials.
- Will need to make two trips per session to the concession stand to get snacks for the coaches and officials on the pool deck.
- Ensures there is a cooler behind the timers with water bottles for timers, coaches and officials.