

SWIM MEET VOLUNTEERS

Job Description

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SWIM MEET VOLUNTEERS

Job Description

REFEREE (1)

MAIN DUTIES

- 1) Control and have authority over all officials, approve their assignments and instruct them regarding all special features related to the competition
- 2) Enforce all FINA rules and decisions
- 3) Adjudicate all protests related to the competition progress and intervene at any stage to ensure FINA regulations are observed
- 4) Along with the Volunteer Coordinator will ensure all officials are in their respective posts for the competition
- 5) Disqualify any swimmer for violation of the rules that (s)he personally observes or other authorized officials report to the referee
- 6) Have final ruling over all disqualifications.



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Job Description

CONTROL ROOM PERSONNEL (2)

MAIN DUTIES

- 1) Have knowledge of the ARES Timing Console or the Meet Manager Computer Program
- 2) Ensure that DQs and other information are input and the results are correct by cross referencing with the timing console printout, backup times, place judge results and manual time keeper results
- 3) Know the Rules of Swimming
- 4) Responsible for checking the printouts for placement and times as well as the starts and relay takeoffs as recorded by the Automatic Officiating Equipment
- 5) If the Automatic Equipment fails to record place and/or time of one or more swimmers in a given race, the official time and place will be determined as follows and priority given in this order:
 - a. The Automatic Equipment time
 - b. The Semi- Automatic Equipment time (Backup time) or Manual Time (the middle time of 3 stop watches or the average time of 2 stop watches) and Place Judge
 - c. Head Time Keeper and Place Judge
- 6) Responsible for printing results and awards labels, scoring the meet.



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Job Description

STARTER (1)

MAIN DUTIES

- 1) Signal to the swimmers by a short series of whistles inviting them to remove all clothing except for swimwear, followed by a long whistle indicating that they should take their positions on the starting platform (or for backstroke and medley relays to immediately enter the water) – This may be performed by the Referee if one is being used.
- 2) Have full control of the swimmers from the time the referee turns the swimmers over to him until the race has commenced
- 3) On the starter's command "take your marks", swimmers shall immediately take up a starting position. When all swimmers are stationary, the starter shall give the starting signal.
- 4) Report a swimmer to the referee for delaying the start, for willfully disobeying an order or for any other misconduct taking place at the start, but only the referee may disqualify a swimmer for any of the above.
- 5) Shall decide whether the start is fair, subject only to the decision of the Referee
- 6) Stand on the side of the pool within approx. 5 meters of the starting edge of the pool where the timekeepers can see and or hear the starting signal and the swimmers can hear the signal.



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MARSHALL (BULL PEN or CLERK OF COURSE) (3-4)

MAIN DUTIES

- 1) Ensure swimmers assembled are placed in the proper heat and lane in the Marshaling area
- 2) Direct swimmers to take their places in the proper lane and be seated in the appropriate "on-deck" chairs behind each lane
- 3) Direct swimmers to move ahead to the "on-deck" chair immediately in front after each heat begins, ensuring that the swimmers stay in the same row as the other swimmers in their heat
- 4) Ensure behaviour of swimmers is controlled
- 5) It is not the duty of the Marshall to search for any swimmer if he/she is not in the Marshaling area when called.

STROKE JUDGES (2-4)

MAIN DUTIES:

- 1) Shall be situated on each side of the pool
- 2) Know the Rules of Swimming
- 3) Ensure that the FINA rules relating to the designated stroke for each event are being observed
- 4) Observe the turns and finishes to assist the Inspector of Turns
- 1) Report any violation on signed cards (DQ slips) with the infringement, name of swimmer, team, event #, heat # and lane #.



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INSPECTOR of TURNS (TURN JUDGE) (4 – 16)

MAIN DUTIES:

- 2) Ideally, one inspector of turns shall be assigned to each lane at each end of the pool (or each two lanes, or the middle 2 – 4 lanes)
- 3) Know the Rules of Swimming
- 4) Ensure that swimmers comply with the relevant rules for turning, from the beginning of the last arm stroke before touching and ending with the completion of the first arm stroke after turning
- 5) At the Start of the race, ensure that the swimmers comply with the relevant rules from the Start and ending with completion of the first arm stroke
- 6) At the End of the race, ensure that the swimmers finish their race according to the current rules
- 7) In relay events, each inspector at the starting end shall determine, whether the starting swimmer is in contact with the starting platform when the preceding swimmer touches the starting wall. The ruling of the Automatic Equipment supercedes that of the Turn Judge
- 8) Report any violation on signed cards (DQ slips) with the infringement, name of swimmer, team, event #, heat # and lane #.

HEAD JUDGE (AquaDragons) (1)

MAIN DUTIES:

- 1) Will review all DQ slips and enter the applicable DQ code on the slip prior to giving all slips to the runner at the end of each event



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HEAD TIME KEEPER (1)

MAIN DUTIES

- 1) Oversee all Time Keepers to ensure they stay focused during the meet and are performing their jobs properly
- 2) Start 2 stopwatches. In the event of a stopwatch failure from any of the Time Keepers, these watches will be used in their place.

TIME KEEPERS (16)

MAIN DUTIES

- 1) Ensure the swimmer is in the proper lane and heat by asking each swimmer their name and refer to the Lane Timer Sheets
- 2) Each Time Keeper will stop one of the two backup buttons of the Semi-Automatic Officiating Equipment at the end of each race when the swimmer in his/her lane has completed the race by touching the wall
- 3) Time Keeper 1 will also start and stop the Manual stopwatch while Time Keeper 2 will write the resulting time on the Lane Timer sheets
- 4) Watch the swimmer in the designated lane throughout the race to ensure that he/she remains safe and swims the required distance
- 5) For longer events, a tally sheet should be used to count the lengths the swimmers have completed so the time can be stopped after the correct distance has been swum
- 6) Time Keepers who have been certified as Turn Judges may assume the role of Turn Judge in their respective lanes as well as being the Time Keeper.



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PLACE JUDGE (2)

MAIN DUTIES

- 1) Be positioned in line with the finish where he/she at all times has a clear view of the course and the finish line
- 2) Where Automatic Officiating Equipment is used, the Finish judge must report the order of the finish after each race
- 3) Finish judges shall not act as timekeepers in the same event.

MEET DIRECTOR (1)

MAIN DUTIES

- 1) Create the meet on the Hy-Tek Meet Manager computer program
- 2) Invite visiting teams and correspond regularly to ensure that all the meet information is made known to all participants
- 3) Ensure that all equipment is ordered for the meet
- 4) Arrange the logistics for the meet including Security clearance and Facilities and House Keeping requirements
- 5) Arrange all paperwork for the meet.



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Job Description

VOLUNTEER CO-ORDINATORS (2-4)

MAIN DUTIES

- 1) Act as the main contact for all volunteers & helpers before and during the meet
- 2) Supervise and oversee all volunteers & helpers
- 3) Ensure that all 'Officials' have a job description
- 4) Liaise with the Meet Director to ensure that all tasks required to run the swim meet efficiently are carried out
- 5) Damage control during meet.

ANNOUNCER (1)

MAIN DUTIES

- 1) Make public announcements over PA system and play music during long races and during warm up and breaks
- 2) Welcome all competitors, parents & 'Officials'
- 3) Make safety announcements
- 4) Announce each event heat and competitors
- 5) Announce winners
- 6) Thank the Swimmers, Coaches, Officials, Volunteers, Sponsors...



SWIM MEET VOLUNTEERS

Job Description

AWARDS CLERK (2)

MAIN DUTIES

- 1) Shall place labels on the awards to be given to the swimmers according to the final results sent from the Control Room
- 2) Shall sort the awards and may give to the coaches of the team at the end of either the Session or the Day
- 3) Ensure that coaches sign that they have received the awards

OFFICE CLERK (2)

MAIN DUTIES

- 1) Shall receive entry fees from visiting teams and give a receipt for full payment
- 2) Shall oversee and appropriately distribute all printed materials from the Control Room
- 3) Shall have access to the Photocopy Hut to copy Meet Programs after the scratches of the day
- 4) Shall assist with the duties of the Meet Director and Awards Clerk
- 5) May be required to post results.

RUNNER (1-2)

MAIN DUTIES

- 1) Collect DQ slips after each heat and bring to the control booth
- 2) At the end of each Event collect DQ slips and results from both the Head Place Judges and Head Time Keepers
- 3) Walk. Don't run.

