

## MEET VOLUNTEER POSITION DESCRIPTIONS – 2006

It takes about 30-35 volunteers at the meet to run a successful, smooth event. Every job is important, but none requires too much training. These descriptions will give you some idea of what you need to know before the meet starts. All volunteers should report to the Volunteer Coordinator to sign in.

**STARTER/ANNOUNCER (1) \*Home Meets Only:** Set up starter system, announce the Pledge of Allegiance and play National Anthem, announce each event, start each race, determine false starts, box up starter and return to the Meet Manager at the end of the meet.

### **HEAD TIMER (1) \*Home meets Only**

The Head Timer coordinates timekeepers prior to the start of the meet. Will ensure that there is at least one timer from each team in each lane at all times; will review proper timing procedures with the timers before the start of the meet; conduct a practice timing session (to make sure all timers can use the stopwatches; and take over for any timer whose watch fails to start or otherwise malfunctions during a race. When swimmers are in their place, will give starter the OK to start heat. The Head Timer will coordinate an equipment sign in/out sheet, hand out and collect stopwatches, hold a container with extra pens; extra stopwatches, and extra heat winner ribbons.

### **TIMERS (9 + 2 relief timers)**

Arrive at the meet 15 minutes prior to start of meet and be ready for the Head Timer's instructions. Report to the team area to receive your watch and then report to the timer's end of the pool in your assigned lane. Start your watch when the light flashes/bullhorn sounds and stop it when the swimmer in your lane touches the wall. If your watch malfunctions or fails to start, raise your hand to notify the head timer. Timers record all three times on the time card and indicate the official time by circling it. When three timers are timing per lane, the official time is the middle time of the three, unless two times are identical, in which case that time is the official time. When two timers are timing per lane, the official time is the average of the two times. Each lane will have Heat Winner Ribbons that should be given out after each heat to the winner of that heat. One timer in each lane should designate himself as the distributor of the ribbon for that lane. *Unless instructed otherwise by the Head Timer, timers should prevent swimmers 8 and under from hitting their heads on the edge of the pool at the end of a backstroke race.*

**SCOREKEEPER (1)** The duty of the Scorekeeper is to keep the score during the meets.

**TIME RECORDER (1):** The time recorder will organize the cards by time, assign place & record information on score sheet.

**CLERK OF COURSE (2)** The Clerk of Course places swimmers in the correct lanes prior to each race. Makes sure that each swimmer has the correct scoring card for each race.

**SWIMMER COORDINATORS (one/two per age group).** Places swimmers in the correct lanes prior to each race.

### **RUNNERS (3)**

The duty of these three volunteers is to pick up the event cards, before each race, from the swimmers and to take them to the timers in the correct lane order. After each race they are to pick up the cards from the timers and take them to the scorers' table. This takes three people to keep the cycle working properly. When a runner picks up the cards for an event and delivers them to the timers, that same runner should wait there for the conclusion of that heat and pick up the same cards to take to the scorers; then that runner goes back to the starting end of the pool to go again. In this way, runners run cards for every third heat.

### **HEAT WINNER RIBBON DISTRIBUTION (1)**

Stand by the timekeepers for each heat, observe the heat, and immediately award a ribbon to the heat winner.

### **STROKE & TURN JUDGE (2)**

Attend one stroke & turn clinic prior to the season's start. Observe swimmers in your assigned lanes during each heat. Disqualify, in a fair and consistent manner, those swimmers who violate the current ODSL disqualification (DQ) standards. Raise hand to alert the Runner to pick up DQ card to deliver to score table.

### **MEET SET-UP CREW/CLEAN UP CREW (Home Meets) (5)**

It is the duty of this group to arrive at the pool at least 45 minutes prior to the start of the meet. Crew will be provided a layout of the pool area and should be familiar with where equipment is. They will set-up tables, chairs, garbage cans, and backstroke flags, rearrange any pool furniture as necessary, and tape down extension cords, all according to a checklist provided by the set-up coordinator. At the conclusion of the meet the crew takes down the backstroke flags, picks up any trash that the teams missed, puts all tables and chairs away, pulls up extension cords and tape, and returns the pool furniture to its proper places according to a checklist provided by the clean-up coordinator. This is a great job for Dads whose muscle we often need to carry tables to and from the clubhouse! We always try to leave the pool better than we find it.

**CONCESSIONS VOLUNTEERS (3) (Home Meets)** The concession volunteers work directly with the Concessions Coordinator to help run the concessions at home meets.