

Brief Job Descriptions of Meet Positions

Meet Director: Responsible for planning and organizing committee members of meet management team; in charge of community relations (e.g. communication with Chamber of Commerce, hotels) in regard to meet; communication with Board, club administration, and invited teams; attends all meet sessions to address problems that may arise. USA Swimming membership required.

Deck Referee: Responsible for conducting the meet according to the rules of USA Swimming; organizes and oversees the deck officials. USA Swimming membership & Certification required.

Administrative Referee: Responsible for monitoring timing and making timing adjustments; organizes time trials. USA Swimming membership & Certification required.

Starter: Responsible for starting each heat according to USA Swimming rules. USA Swimming membership & Certification required.

Stroke & Turn Judge: Responsible for monitoring the start, swimmer strokes, turns and finishes. USA Swimming membership & Certification required.

Clerk of Course: Responsible for providing programs and other meet information to coaches and officials; does deck registration of athletes; resolves entry and fee problems; monitors positive check-in sheets; organizes relays. On the job training required.

Clerk of Course Assistant: Assists the Clerk of Course. On the job training required.

Swimmer 6 Operator: Operates the Colorado Timing System (computer hooked to the timing system) and monitors timing or equipment errors. **Must learn/know system.**

Swimmer 6 Assistant: Assists the Operator with the intention of becoming an Operator. On the job training required.

Computer Entry Operator: Using Hy-Tek software, enters results, scratches, relays; seeding of events that are not pre-seeded; produces various print-outs before, during, and after sessions. On the job training required.

Computer Entry Assistant: Assists with the intention of becoming an Operator. On the job training required.

Announcer: Uses public address system to announce each event and heats of meet; makes required announcements during the meet including final results at some meets.

Head Timer: Responsible for ensuring there are the required number of timers on each lane; distributes and picks up watches and clipboard from each lane; starts two watches at the beginning of each heat as back-up to lane timers.

Lane Timers: Responsible for timing swimmers in assigned lane using stopwatch and/or button on timing system; record times on lane sheets.

Runner and Posting: Responsible for picking up lane timing sheets after each even as well as data from Swimmer 6; does posting of results once computer entry person has generated report.

Course Marshal: Responsible for monitoring swimmers during warm-up and in warm-up pool during course of the meet for safety purposes.

Program Sales: Responsible for sale of meet programs at the meet, beginning during warm-ups and continuing through some of the session.

Program Cover Design: Responsible for designing program cover for meet prior to meet.

Awards Labels and sorting: Responsible for applying name labels to event ribbons and sorting by different teams participating in the meet.

Heat Awards: Responsible for distributing ribbons to heat winners at meets where heat ribbons are awarded at the end of each heat.

Meet Set-Up: Responsible for setting out tables, chairs, timing equipment, portable shade structures, etc. prior to beginning of meet.

Meet- Take Down: Responsible for taking down and putting all equipment that was set-up and clean up at the end of the meet.

Concessions Manager: Organizes, plan, and makes purchases for a concession stand, all sessions of a meet.

Concessions Assistants/Servers: Assists Concessions Manager by working Concession Stand during the meet.

Hospitality Manager: Organizes and plans for drinks and food to be served to coaches, officials, and meet volunteers during meet; may require planning for meals at some meets; purchases food items and may secure donations for some meets.

Hospitality Servers/Assistants: Assists Hospitality Manager by working Hospitality during the meet.

Supply Runner: Responsible for going to obtaining needed supplies over the course of the meet; may be related to Hospitality, Concessions, or other area of need.

Shade Transport: For away meets, transports portable shade structures belonging to club from Cactus Pool to and/or from the meet location for use by coaches and swimmers (only).

Additional Job Descriptions for Splash Meets

Meet Marshal (for Splash Meets) : Responsible for lining up swimmers on the bulkhead before their heats.

Meet Starter (for Splash Meets): Responsible for starting each heat; no USA Swimming membership or Certification required.