

All member families are required to volunteer at Swim Meets:

**Volunteer Positions:**

**HEAD TIMER:** 1 person per session

Assigns timers to a lane, gives out stop watches and lane clipboards, give instructions to timers how to use the stop watch. Stops, resets stop watches and manage the need for relief timers. Session begins at warm-up.

**TIMERS:** 20 people per session

Time each swimmer in your lane, and record time onto clipboard from watch. Sessions begins at warm-up.

**RELIEF TIMER:** 2 people per session

Relief Timers sit in a designated area for entire session and will relieve timers as directed by the Head Timer. Session begins at warm-up.

**AWARDS:** 1 person per session

Places labels on Ribbons and distributes into teams bag.

**MEET RUNNER:** 1 person per session

Volunteers need to wear comfortable shoes for walking up and down stairs to post results, heats and lane assignments on walls when given to by office. You will work in the Office on Deck.

**OFFICIALS:**

You must be USA Swimming Certified Officials. Sessions begins at warm-up.

**SAFETY MARSHALS:** 1 person per session

You must be USA Swimming Certified as well as able to enforce safety procedures during warm-ups, while maintaining order in the swimming venue. Sessions begins at warm-up.

**SECURITY LEAD:** 1 person per session

Must be able to organize and ensure all designated areas have a security person. Also, must make sure that all rules for USA Swimming and the USC Facility are being followed. This person must supervise deck entrance to keep all spectators off of pool deck (parents coming to get children after swimming). Morning sessions begin 1 hour before warm-up

**SECURITY:** 4 people per session

Must monitor locker rooms, pool deck, spectator areas and ensure that the rules are being followed for USA Swimming/USC Facility. Sessions begin at warm-up.

**CONCESSION LEAD:** 1 person

Will be responsible for purchasing food and drink items to be sold in Concessions. Coordinating ice and other necessary items for entire meet. Morning Sessions begin 1 hour prior to warm-up.

**CONCESSIONS:** 2 people per session

Responsible for selling food & drink items at concessions. Sessions begin at warm-up.

**HOSPITALITY LEAD:** 1 person

This person must make sure that we provide meals and refreshments for all Coaches and Officials, as well as, paper products for every session. Morning sessions begin 1 hour prior to warm-ups.

**HOSPITALITY:** 2 people per session

Refreshments and meals must be replenished as needed for the Coaches and Officials. The Hospitality Room serves as the meeting room for the Coaches and Officials, before and during the meet. This must be a quiet Atmosphere.

**MEET COORDINATOR:** 1 person

Must be able to coordinate the dry side of the meet, find volunteers, vendors, etc. Also, a day before or morning of meet, you will need to be able to set up areas for Vendors and Check in area. Sessions begin 1 hour prior to morning warm-up.

**MEET DIRECTOR:** 1 person

This person is responsible for all aspects of meet-dry & wet. Morning Session begins 1 hour prior to warm-up.

**PICK-UP FOR FOOD/ICE:** 2 people per session

Must be able to coordinate with Concessions and Hospitality for ice and be able to pick up food from local Restaurants for Hospitality. Also, you will need to make sure you that all coolers are filled with ice in afternoon. Session begins at warm-ups.

**ANNOUNCER:** 1 person per session

You will work with the Meet Director to communicate information to the spectators, as well as, announcing qualifiers for finals & swimmers names and events at finals.

**CHECK- IN:** 1 person per session

Must be able to set-up and run the Staff check-in table for Volunteers. Sessions begin at warm-ups.

**FLOATER:** 1-2 per session

You will help out where needed by the Meet Director or Meet Coordinator. Sessions begin at warm-up.

**HEAT SHEETS:** 1 person per session

Responsible for selling Heat Sheets, T-Shirts and Raffle Tickets as dictated by each meet. Friday morning session only begins 1 hour prior to warm-ups. All other sessions begin ½ hour prior to meet.

**MEET ENTRIES:** 1 person

Must be able to enter data and verification of all meets entries into the meet software program. Most of the work is completed 2 weeks prior to the meets.

**MEET OFFICE WORKER:** 1 person

Will be responsible for positive check-in, scratches, relay cards and will work directly with the Meet Director and is a Meet Director training position. You will also be responsible for posting results and as a helper.

**SET UP & CLEAN UP:** 2 people

You will be responsible for helping set up before and/or breaking down equipment after the meet.

We look forward to working with you.