

Admissions: Two volunteers will sit at the pool entrance to collect admission and heat sheet fees. Wrist bands will be given to each paid spectator. There will also be a volunteer sign-in sheet and name tags for each volunteer at the admissions table.

Announcer: The announcer is responsible for announcing the events and possibly participants in each heat depending on the meet. Top finishers will also be announced after the events are closed.

Awards: At a meet where awards are given, 2 or 3 volunteers will be responsible for placing stickers on medals and/or ribbons to be given out to the swimmers. Each swimmer will sign their initials on a results sheet so that multiple awards are not given out. The runner for the session will bring you result sheets as they become available.

Clerk of Course: At championship meets, a clerk of course works on deck to take requests and fees for Time Trials and to verify that swimmers have qualifying times. Swimmers who fail to make the minimum qualifying times are required by USAS regulations to provide proof that they achieved said times or they may be subject to a fine. The USAS SWIMS database verifies most of these proofs prior to the meet.

Computer Operator: The computer operator will run the Meet Manager software. Entering DQ's, verifying swimmer times with timer sheets, entering relay names, printing results, and clearing up any discrepancies are some of the duties. This job requires some training. Please talk to Blaine or Laurie if you are interested in learning how to run the software.

Concessions: Several people are needed to make our concessions sale successful. It is one of our fundraisers for the season. Volunteers are needed to help prepare, serve, and take money for food and drink items available at our home meets.

Colorado Timing Operator: This person will operate the timing console and score board. Training is required for this position – please see Blaine or Laurie if you are interested in learning to run the Colorado.

Clean-Up/Back-Up: To fill this position you are required to be at the meet through out the entire session. Two people are responsible for making sure the pool area is kept clean during the meet. After the meet has been completed, the clean-up volunteers will pick-up any garbage and items left in the bleachers. This person may also be assigned to other jobs as needed.

Clean-Up at Meet End: We normally want two or three people to come in at the end of the meet to help clean up and put equipment away. This job normally takes 1.5 to 2 hours but does counts as one shift.

Meet Marshal: The meet marshal needs to have training or prior experience. Two meet marshals will work each session as required by USAS regulations. From warm-ups until the end of the session, the meet marshal ensures that swimmers, coaches, and spectators follow certain standards of safe behavior. Volunteers will go to the meet marshal with questions.

Runner: Two runners will work each session. Runners are responsible for collecting lane timer sheets from each lane at the completion of each event. The sheets are taken upstairs, along with any DQ slips from the designated official, and given to the computer operator to be entered into the timing system.

Timers: Be part of the action! For our home Express meets, 2 timers per lane are required. Each timer will operate a stopwatch and one timer will also operate the electronic back-up button (plunger). The other timer will record both stopwatch times on pre-printed sheets for your lane that are picked up after each event by a runner. Additional timers are needed to act as a Head timer and back up timer. The head timer is in charge of the clipboards and stopwatches for each lane and to handle any timing issues. The back-up timer will start 2 extra watches for

each race. If an individual lane timer watch fails to start, they can raise their hand and take one of the extra watches from the back-up timer. Before each timing session, a timer's meeting will be held. The head official will go over your duties and answer any questions you may have. "First-time" timers will be paired with an experienced timer. No training is necessary.

8 & Under Staging: The 8 & Under staging crew will get the younger swimmers staged and then lead them to the blocks for their race. It is a great job for someone that likes to interact with the young swimmers, but also keeps you on your toes.