



## **SWIM MEET VOLUNTEER JOB DESCRIPTIONS**

*Many Hands Make Light Work*

The success of the Kachemak Swim Club (KSC) relies on parent participation. Unlike other youth sports, where generally a handful of people can run the team, a swim program simply cannot be run without help and participation from team parents. KSC has a mandatory participation policy of 20 service hours per year per family (10 hours for King families). These volunteer jobs are assigned an hour value dependent upon the intricacy of the job. All families are responsible for monitoring their earned service hours. Accounts deficient in service hours will be charged \$15 per hour at the end of the fiscal year (May 30th). This list explains the duties of the swim meet volunteer jobs.

\*Some swim meet jobs are ON DECK (on the deck of the pool) jobs. These jobs include awards, computer operators, deck expeditor, officials, timers, meet director, and photographer. Street shoes are not permitted on deck. Remember to bring a pair of water-proof or water-resistant shoes to wear on deck.

### **Announcer**

Great opportunity to use your public speaking skills! Announces event/heat and any other important information during the meet.

### **Awards**

Organizes award ribbons during meets. Ensure correct swimmer receives the correct award.

### **Concession Items**

Donate items for the concession stand as requested by the Concessions Manager.

### **Concession Stand Shifts**

Works swim meet concession stand during chosen shift.

### **Daktronics Timing System/Scoreboard Operator**

Sets up, takes down and operates the digital scoreboard devices during the meet. Requires prior training.

### **Daktronics Timing System Trainee**

Learns how to sets up, take down and operate the digital scoreboard devices during the meet. NO prior training required.

### **Deck Break Down**

Readies the pool for normal use after a swim meet.

**Deck Expeditor**

Keeps order on deck and serves as a runner for all positions on deck. Duties as requested by Meet Director.

**Deck Set Up**

Readies the pool for swim meets according to official guidelines.

**Head Timer**

Manages lane timers and relief timers.

**Hospitality Items**

Donate items for the hospitality table as requested by the Hospitality Manager.

**Hospitality Manager**

Manages the hospitality table menu items and hospitality room during swim meets. This table provides food and drink for coaches and on-deck volunteers ONLY.

**Hy-Tek Computer Operator**

Sets up, takes down and operates the computer-based timing devices during the meet. Requires prior training.

**Hy-Tek Computer Trainee**

Learn how to set-up and take down and operate the computer-based timing devices during the meet. NO prior training required.

**Lane Timers and Relief Timers**

Timers act as a back-up to the electronic system using a stop watch and pencil and paper recording. Timers also ensure the correct swimmers are in the correct lane. Two timers per lane. Twelve timers are needed for every meet. Relief timers relieve lane timers for breaks.

**Officials**

Officials enforce the rules of the meet. These positions require training and testing. We absolutely cannot run a meet without officials!

**Official Trainee**

Shadow and Official and learn the rules of the meet. We absolutely cannot run a meet without officials and always need Officials in training! NO prior training required.

**Meet Marshal**

Function as a gate keeper by only allowing deck volunteers, officials, and coaches to enter and exit pool deck via safety gate. Maintains order in the venue to ensure safety. USA Swim requires 2 Meet Marshals, one male and one female.

**On-Deck Parent Helper**

As needed, especially for away meets if we only have one coach on-deck. Stages swimmers for events, helps with distribution of information as needed and directed by coach.

**Shopper**

Shops for concession stand items as directed by the Concessions Manager.