

SWIM MEET VOLUNTEER

Parent Volunteer is crucial to the success of our meets as well as providing swimmers across the state a safe and fair opportunity to compete.

Meets are a crucial fundraising avenue not only for our team, but for the Arkansas Swimming Inc. organization as well.

By Volunteering you are helping our sport grow and offer opportunities to our local swimmers.

You also are becoming involved and participating, which demonstrates an interest to your child for his/her involvement in the sport.

VOLUNTEER POSITIONS

*** ADMINISTRATIVE DESK PERSONNEL**

It is the job of the desk personnel to provide an accurate record of the official times and disqualifications.

ADMINISTRATIVE OFFICIAL

This volunteer must go through extensive training and it is his/her job to oversee that the meet provide fair results.

COLORADO TIMMING EQUIPMENT OPERATOR

This volunteer needs to be efficient in computers as well as very alert as they must watch each heat and make adjustments

MEET COMPUTER OPERATOR

This volunteer must be efficient in computers and spend time training on the job.

They will have date entry and run the meet through the computer system and make all necessary adjustments as

Needed to provide official results.

*** ANNOUNCER**

[An Announcers Testimony](#)

A volunteer that has a clear, pleasant voice that can provide the impartial facts with announcements such as events numbers, awards, warm up assignments, etc. They can add

*** CLERK OF COURSE/ AWARDS/ FLOATER**

A volunteer that manages the Clerk of Course Table during the warm up period and as needed.

They will be in charge of team packet distribution, deck entries, scratches, and any communication between the coach /swimmer and the administrative desk personnel. Then they turn their attention to awards. It is the volunteers job to sort and prepare awards for distribution, to distribute awards to teams after the completion of the meet, and to notify meet director of any awards to not picked up by teams. As a floater they will assist the meet director as needed.

*** DECK MARSHAL**

It is the volunteers job to monitor the pool deck/ and surrounding areas for safety. They must at times prohibit parents from a closed pool deck. This job requires for a person to be assertive in a kind way in order to diffuse any situation. They also may be a first person on the scene to assist an athlete or spectator if an injury occurs. They will be responsible for getting the proper personnel to assist the injured person. This person may be responsible for locker room monitoring.

HEAT SHEET SALE/ AWARDS/ FLOATER

A volunteer job to sell Heat Sheets during the warmup sessions and first few races. Then they turn their attention to awards. It is the volunteers job to sort and prepare awards for distribution, to distribute awards to teams after the completion of the meet, and to notify meet director of any awards to not picked up by teams. As a floater they will assist the meet director as needed.

* HOSPITALITY CHAIR

This Committee Chairman is responsible for prearranging the meals and refreshments that will be made available for meet officials, administrators, and coaches for the duration of the meet.

HOSPITALITY ROOM MONITOR & HOSPITALITY RUNNERS

A parent that will man the hospitality room to ensure cleanliness and safety of the food provided. They will make trips around the pool deck offering officials, coaches, and administrators water, drinks, and snacks.

* MEET DIRECTOR

A Parent that is the organizer and coordinator of all meet activities.

[USA Swimming
Meet Director Handbook](#)

* OFFICIAL

A Parent that has gone through training to provide a professional, safe, and fair environment for our swimmers. They will be trained and current on USA swimming Rules and Regulations. They will provide athletes with the most consistent and fairest possible level of observation.

[Become an Official](#)

RUNNER

These workers are literally “runners” at the administrators request. They will also be responsible for posting results.

* SAFE SPORT MONITOR

It is the volunteers job to ensure that the MAAPP Policy is being followed by all those involved in the meet. They will monitor the safe atmosphere both on pool deck and in locker rooms for all participants, volunteers and spectators. This will include prior work to establish the signage and safety prior to the event. It will also include safe sport monitor of key positions during the meet.

SET UP / CLEAN UP

Parent volunteer that will come prior to and/or stay after the meet and assist the meet director in set up and clean up.

CHIEF TIMER

A Parent that is responsible for supervision of the timers and their stopwatches through the duration of their session. He/She will be responsible for being the backup timer by starting their watch at the beginning of each race and the timer will be used if a timer fails to start his/hers.

TIMERS

It is the volunteers job to start the watch upon the start strobe and stop the watch and plunger on the completion of the race by the swimmer in his/her lane. He/She will check swimmers name and will record the time they have on their watch for each heat.

* REQUIRED PRIOR TRAINING AND/OR BACKGROUND CHECK