**Meet Volunteer Job Descriptions**

**TIMING**: This is the most important job of all. Without timers we can’t run the meet. Timers

assure that each swimmer gets the most accurate times possible. They are also our last line of

defense to assure that the right swimmer gets the right time by making sure each swimmer swims

when and where they are supposed to. You will be trained on deck. It isn’t difficult and there are

always two timers per lane so the responsibility averages out. You will be required to attend a

timers’ meeting about 15 minutes before the session starts. This meeting is given by a trained

USA Swimming Official. They will tell you how to do the job and then ask you to go stand by

the lane you will be timing. Timing involves starting the stop watch on the start and stop it on

the finish. You will write down the time (or memorize it to write moments later), clear your

watch, and be ready to start all over again with the next race.

Timers are expected to time the entire 4 hours of a session. You will be fed and watered and you

will also be able to have bathroom breaks. If both parents are at the meet it is helpful for one to

time while the other takes care of the swimmer(s). Parents can switch off. This is an easy job

for off duty swimmers to do as well as grandparents and other friends.

**HEAD TIMER**: (1 per session) We need one person per session to make sure the timers have

everything they need. The Head Timer will start two watched at the beginning of every race then

look over the line of timers. If a timer has a watch malfunction, they will raise their hands and

the Head Timer will get a good watch to them immediately. The Head Timer is also in charge fo

fidning replacement timers. This usually involves telling on e of our more mobile volunteers to

find a replacement for whatever lane needs a break. The Head Timer cannot leave his/her

position to track down timers.

**RELIEF TIMERS**: (2 per session) I have asked for two more timers per session than we need at

any given time. These people are responsible to relive the timers for whatever reason. Relief

Timers should be on hand so that the Head Timers can find them easily in order to direct them to

whatever lane needs a break.

**HEAT WINNER AWARD GIVERS**: (1 per session) They give out the heat winner awards to

the swimmer winning each heat. This person must be able to pay attention to whichever

swimmer wins each heat as well as be able to get to that swimmer before they move on. MACS

is one of the very few teams which give out heat winner awards. It is one of the reasons that

many swimmers like our meets.

**CONCESSION HELPERS**: (2 per session) Basically you sell the items, take money and restock

whatever needs restocking. It is important to have more than two at a time so that each

concessionaire can go watch their kiddo swim without leaving the stand in a bind.

**VEST WEARERS**: (2 per warm-up period) This job is very important for safety. We need at

least 3 people paying attention to the pool and surrounding deck area DURING WARM-UPS

Page 1

ONLY. Vest wearers are our Safety people. They make sure there is not any running, rough

housing and the warm-up procedures are followed. The main point is that swimmers are to enter

the pool by first sitting down and then sliding into the water. No jumping or diving allowed

except for the lanes designated as “Start” lanes. These are easy to identify. The coaches make

funny noises and the swimmers dive off the blocks right one right after each other.

***PLEASE NOTE:*** *Vest Wearers will do this job for the hour of warm-up and also will monitor the warmup cool down lanes the entire session making sure swimmers enter the opposite end of the starting blocks. Many times the safety vest wearers are also our relief timers.*

**RUNNER/POSTER**: (I per session) This is a person who gathers up the timer sheets after each

event and takes them to the scorers. They then post the results in the designated areas. The

Runner/Poster also serves to relay messages from meet personnel who cannot leave their posts.

**PROGRAM SELLER**: (1 per session) This person needs to be available at the start of warmups

to sell the programs. This is a sit-down position and they usually help out in concessions for the entire session they sign up for.

**ANNOUNCER**: (1 per session) The announcer lets the audience know what event, and heat we

are on as well as making sure to announce the first and last call of each heat. They also make

any announcements as needed for information and safety. They need to be ready to announce at

the beginning of warm-ups. This position may sit down depending on the venue.

**CONSOLE OPERATOR**: (2 per session) The console is the machine that interfaces with the

touchpads, scoreboard and computer for scoring. The operator must pay attention to each heat

and reset the console after each race. They must take note of race number and turn off any lanes

that don’t have swimmers in them. Training is necessary for this position, but you can be trained

while working alongside an experienced operator. As this is such a focal point of any meet and

takes a good bit on concentration we would like to have as many trained operators as possible in

order to relieve each other during the meet.

**SCORER**: (1 per session) The Scorer works alongside the Entry Chair at the computer.

Training is also necessary but can be had alongside a more experienced scorer. The Scorer gets

the times from the console and if there is a discrepancy between the touchpads and pickle (button

attached to the touchpads), they will consult the timer sheets to verify the correct time. They will

print the results, heat sheets for the officials, timer sheets and handle the positive check-in for the

longer races.

**USA SWIMMING OFFICIALS**: These are the people in the white shirts and blue shorts who

disqualify the swimmers for infractions. I cannot stress how important this job is to swimmers

anywhere in the US. These are the people who make sure the kids have a level playing field and

that USA Swimming rules are followed. These officials are all volunteers and are asked to work

at any meet they are available, not just the ones that MACS host. They are very dedicated and well thought of in the swimming world. They are also fed for free at meets. Classroom training as well as on deck training is required. Although this is a very rigorous position, most officials I know love it. Most will tell you that they have the best seats in the house to watch swimming.

All of the above jobs happen at the meet itself. We need many helpers before the meet even begins.

The following jobs might work for you if you already know that you won’t be able to make the

meet.

**LOAD UP AT PIER POINT AND TRANSPORT TO POOL:** Many volunteers work for

several weeks prior to the meet shopping etc.. and the products of their efforts are stored at PP.

All of the concession stuff needs to be loaded up and taken to the pool. This usually involves

several vans or Suburbans. This usually done the Friday afternoon of the October meet and the night before the January.

**SETTING UP THE POOL**: Once everything is delivered to the pool, we need to get is ready.

This involves putting out tables for concessions, programs, coaches and the scoring area. Chairs

are needed at every lane and at every table. Signs need to be posted and hazards need to be

removed or roped off.

**CLEAN UP SUNDAY NIGHT:** Many hands make light work is very true for this job. All the

tables and chairs need to be returned to where they came. Trash needs to be picked up,

concessions and lost and found need to be loaded up to be taken back to PP and the deck needs to

be washed down.

**TAKE BACK TO PP**: Fewer vans are needed than loading up but several are needed to go back

to PP to unload the stuff.

**FOOD PICK-UP**: Depending on what Hospitality requires we need folks to pick up food that

has been donated and deliver it to the pool in time for lunch for the coaches and officials.

The following positions are mentioned just to give you an idea of what goes on behind the scenes

before the meet even starts.

**MEET DIRECTOR:** Works to get everything coordinated as well as work closely with coaches

and officials to run the meet in accordance with USA Swimming guidelines. The meet director is also our Entry Chair (see below)

**ENTRY CHAIR**: Accepts each team’s entries and works with the Meet Manager software in

order to seed the Meet and produce Psych and Heat Sheets. The Entry chair verifies that all

swimmers entered are registered with USA Swimming and works with coaches and officials to

make sure all times entered are accurate. Entry Chair provides results to all teams as well as to

Colorado Swimming.

**HOSPITALITY**: Works to feed all coaches, officials and full-time volunteers. This involves

asking for donations of food, preparing at least 4 meals over a two day meet and providing

snacks for timers and other volunteers.

**CONCESSIONS**: Involves planning, shopping, working closely with Hospitality and

transporting food as well as preparing and selling the food items.

**PROGRAM COORDINATOR**: This person works closely with the Meet Director/Entry

Chair as well as anyone who sells advertising to produce the programs we sell at the meet.

**SAFETY MARSHALL**: Assures that all hazards in the pool area are marked and that all safety

needs are met. The Marshall wears the vest for the entire meet verifying that the physical space

is safe and that all swimmers and spectators are following the safety guidelines. This person is

also, the main go to person for anything that arises that may need attention. They direct the

appropriate set up of the pool.

There are countless small jobs that need doing to prepare for any meet. Many of the above tasks

can be broken down further. If any of these interests you or if you need more information, please

contact any MACS Board member.