



## Parent Job Description

All the jobs listed below are split into 2 slots per meet equal to ½ meet each with the exception of Officials, and Ribbon Coordinator. Required minimal family volunteer slots will be announced before the first swim meet of the season. If you are unable to fulfill the minimal slots per family, your account will be charged \$100 at the end of the season. There are many roles to be filled at the meets and a few behind the scene jobs as well. If you are having trouble getting in all your slots please see one of the parent rep members of the board so we can work something out. Note that when you take one of these jobs, your “work credit” is more heavily weighted, since you are working the whole meet.

### LANE TIMER/BACKUP TIMER

Primary job is to stand at the end of the lane and use a stopwatch to time every race. Times and Records

**Timer 1 and 2 Timer** in assigned lane (only at home meets). At a home meet one of the 2 timers will be the head timer.

**Lane Timer:** Stands at the end of the lane, uses a stopwatch to time every race, sometimes logs all the times from all the timers (if they are the head timer)

**Backup Timer:** Same as timer but not assigned to any lane. Times every race in case a lane timer misses the start or has stopwatch difficulties. Stands on the side of the pool and Starts timer for each race, supports Lane Timers as backup when needed.

**# of Jobs Per Meet Home Meets 13 per shift, Away 7 per shift. There are 2 shifts.**

### RUNNER

Primary job are gathers timing cards from place judge and brings to scoring table.

**# of Jobs Per Meet HOME MEETS: 1 for shift.**

### DUCK HANDOUT

Primary job is to hand out ducks to each heat winner (no matter which team wins heat). This job is for home championships only

**# of Jobs Per Meet 1 for each shift**

## PLACE JUDGE

Primary job is to observe the finish of each event and record the finish order by lane. They will need to record which lane finishes 1st, 2nd, 3rd, etc. for each race. This is not based upon time but rather visual finish. This card is used by the scorers if there is a problem with the timer cards.

**# of Jobs Per Meet 1 for each shift**

## CONCESSION STAND

Concession Stand

Primary job is to run concession by working the concession stand in the lobby to serve drinks and snacks. This position starts early and ends after clean up. This is only done at home meets only or when we host a championship meet.

- **Shift 1:** Set up and sell goods through first half of meet
- **Shift 2:** Sell goods through second half of meet and break down concession stand.

**# of Jobs Per Meet 3 for each shift**

## RIBBON COORDINATOR

Primary job of a ribbon Coordinator is to manage the ribbon bin for the season and ribbon inventory. Make and hand out ribbons and cards during practices, after the meets, and have them ready for the banquet. This job fulfills all required volunteer slots needed in a season.

**Ribbon coordinator is not at the meet but a season job that fills all your requirements**

## DATA ENTRY

Primary job is to enter results from individual event cards into "HY-TEK" data entry system. Time Commitment Half of Meet (Approximately 2 Hours). This person would work with coach on this job.

**# of Jobs Per Meet HOME MEETS: 2 (1 for each half), AWAY MEETS: 1 in case hosting team does not have one.**

## SAFETY MONITORS

Safety Monitors There are two safety monitor teams: one of two women and one of two men. You monitor the locker room, lobby and the stands for inappropriate behavior. You must wear a yellow safety vest (provided). Two women together monitoring the women's locker room and two men together monitoring the men's locker room. Safety monitors need to patrol about once an hour. Inappropriate behavior includes (but not necessarily limited to) bullying, cell phone use in the locker rooms, and vandalism. I once caught two girls using their swim caps to block a shower drain so water was starting to flood out of the shower area into the locker area! Yep...stuff like that.

**# of Jobs Per Meet HOME MEETS: 2 ( 2 men and 2 women)**

## **STROKE AND TURN OFFICIAL**

Primary job observe swimmers during events to ensure strokes and turns are within the guidelines of meet rules. Ensure that our swimmers, your children have the best opportunity possible to display their talents and by providing a safe and fair playing field (pool).

### **How do I become a Recreational Official?**

- A. [Attend an Official Clinic](#)
- B. [Watch the videos](#)
- C. Work any dual meet
- D. Shadowing until ready

### **How do I become a USA Official?**

- A. [Become a member of USA Swimming](#)
- B. [Attend an Official Clinic](#)
- C. [Pass open book test](#)
- D. [Take the Athlete Protection Training \(APT\)](#)
- E. Shadow 4 USA sessions
- F. [Background Check](#)

Interested? Email [Peter Soroka](#) or [Kimani Conliffe](#) and they will be happy to fill you in on the details.

**# of Jobs Per Meet HOME MEETS: 3 minimum. AWAY MEETS: 1 minimum Entire Duration of Meet**

## **SCORING GUIDELINES**

- Coaches releases the score sheet on the day of the REC meet.
- In the score sheet, Home and Away representatives copies the swimmer's names from the Master sheet and writes the swimmer's names manually in the score sheet.
- There must be 2 copies of score sheets – One for the Home Coach; Second for the Away Coach.
- There are 3 scorers at the table:
  - o Home team:
    - Primary scorer
    - Secondary scorer
  - o Away team:
    - Secondary scorer
- Scores by ranking:
  - o Individual event:
    - 1<sup>st</sup> – 5 pts.
    - 2<sup>nd</sup> – 3 pts.
    - 3<sup>rd</sup> – 1 pt.
  - o Relay event:
    - 1<sup>st</sup> – 8 pts.
    - 2<sup>nd</sup> – 4 pts.
    - 3<sup>rd</sup> – 2 pts.

**Primary Scorer:**

- 1) Checks the score cards if it has scores written on it.
- 2) Separates Heat 1 event from the rest.
  - a. Heat 1 event hands over to the Secondary scorers.
  - b. Heat 2 & above events (and DQ sheets if available) are to be set aside. Scorers do NOT record these times.
- 3) Sorts the score cards by fastest to slowest times.
- 4) Writes the ranking (1 to 6) in the scorecard.
- 5) Hands over the scorecards together with the DQ sheet (if available) to the secondary scorers.

**Secondary Scorer:**

- 1) Checks the times if ranked correctly.
  - a. If not, scorers updates the cards with the correct ranking.
- 2) Checks the names of the swimmers if matches with the score sheet.
  - a. If names does not match, scorers writes the correct swimmer's name(s) in the score sheet.
- 3) Check the event if Individual or Relay and Junior or Senior and record the scores:
  - a. If INDIVIDUAL and JUNIORS event, record the score in the 1<sup>st</sup> & 2<sup>nd</sup> Home/Away columns in the right side of the sheet.  
\*Please refer to the 1<sup>st</sup> row in the diagram below that has the scores 5 & 3.
  - b. If RELAY and JUNIORS event, record the score in the 1<sup>st</sup> & 2<sup>nd</sup> Home/Away columns in the right side of the sheet.  
\*Please refer to the 3<sup>rd</sup> row in the diagram below that has the scores 8 & 4.
  - c. If INDIVIDUAL and SENIORS event, record the score in the 3<sup>rd</sup> & 4<sup>th</sup> Home/Away columns in the right side of the sheet.  
\*Please refer to the 4<sup>th</sup> row in the diagram below that has the scores 5 & 3.
  - d. If RELAY and SENIORS event, record the score in the 3<sup>rd</sup> & 4<sup>th</sup> Home/Away columns in the right side of the sheet.  
\*Please refer to the 5<sup>th</sup> row in the diagram below that has the scores 8 & 4.
  - e. If one team sweeps the ranking (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>), the score will automatically be:
    - i. Individual – 5 pts.
    - ii. Relay – 8 pts.
    - iii. The other team will automatically have either 0 or 1 pt.
- 4) DQ and UNF in the scorecard:
  - a. If swimmer(s) is disqualified, write “DQ” in the sheet and no score.
  - b. If swimmer(s) has “unofficial”, write “UNF” in the sheet and no score.
- 5) Write the Totals in each Home and Away columns per event.  
\*Please refer to the 2<sup>nd</sup> row in the diagram below that has totals of 8 & 8.
- 6) Once done recording, set aside the cards.
- 7) Home and Away scorers must match each other's totals.
- 8) Tally the scores of Juniors and Seniors at the end of the score sheet and add the overall totals – Home vs Away.
- 9) Give the final score sheet to the Home Coach.

Sample Score Sheet:

HOME				AWAY				RELAY 8-4-2 IND 5-3-1			
Lane	Swimmer's Name	Finish	Time	Lane	Swimmer's Name	Finish	Time	Home	Away	Home	Away
1	Swimmer 1	1	00:50	2	Swimmer 2	2	00:55				
1	Swimmer 3	2	00:57	2	Swimmer 4	1	00:52	5	3		
1	Swimmer 1 Swimmer 2 Swimmer 3 Swimmer 4	1	02:00	2	Swimmer 1 Swimmer 2 Swimmer 3 Swimmer 4	2	02:17	8 3	8 4		
1	Swimmer 1	1	00:40	2	Swimmer 2	2	00:45	16	12	5	3
1	Swimmer 1 Swimmer 2 Swimmer 3 Swimmer 4	1	02:00	2	Swimmer 1 Swimmer 2 Swimmer 3 Swimmer 4	2	02:17			8 13	3 7 4

Sample Totals:

Home	Away
Junior – 16	Junior – 12
Senior – 13	Senior – 7
Total: 29	Total: 19