

### ***Who is required to work a meet job?***

**Every** family with one or more registered swimmers in the Junior, Intermediate, or Senior Groups is required to work. Families with Cubs Group-only swimmer(s) are the only exception (see below).

### ***What is a meet job?***

A meet job is a specific task associated with running a meet. It is performed at one (1) meet session. A session is defined as one age group session that begins with warm-up and ends after approximately 4 hours of races. These sessions are typically on Friday evening, Saturday and Sunday morning, and Saturday and Sunday afternoon. In a prelim/finals meet, such as our December Holiday Invitational meet, there is also a Saturday and Sunday evening session. Meet jobs include: timing, safety marshal, runner, concessions worker, hospitality worker, announcer, finish judge, awards, t-shirts, etc.

### ***Why is there a meet job requirement?***

There are several reasons:

1. First, our children deserve a well-run meet, and it requires a lot of workers to run a meet in a professional manner. For instance, our December meet alone requires approximately 40 to 50 workers per session or up to 300+ meet jobs to fulfill over the course of the meet.
2. Second, the CW-hosted meets generate significant revenue for our club, and we all need to contribute as we will all benefit.
3. Finally, in the recent past it has been difficult getting enough workers to run our meets efficiently and effectively. During these meets many families have worked excessive hours, while others have not worked at all. The current plan was developed to promote equity within the club. We all need to do our fair share.

### ***How many jobs must be worked at each meet by each family with swimmers in the Junior, Intermediate, or Senior groups?***

Requirements for each group will be conveyed on a meet-by-meet basis. Read below for the typical requirements:

**Families with a swimmer entered in a meet:** Must work one job **during** each session in which your child is scheduled to swim (includes families with 2 children swimming in different sessions such as morning and afternoon). There is a requirement that at least one (1) of the jobs during the meet be timing.

**Families with no swimmers entered in this meet:** One (1) job sign up is required for all CW registered families that have not entered a CW run meet. There is a requirement that this job be timing.

### ***What about Cubs Groups?***

Cubs group families are required to work only the sessions in which their child is swimming as according to the instructions above. If their child does not sign up for either meet there is no meet job requirement. Typically cubs group participants are very new to swimming and thus the purpose is to expose them to swim meets initially prior to requiring a minimum requirement. These parents are attending intrasquad meets to learn about meets and how they will participate and are required to work at these meets. **HOWEVER**, cubs group families are always welcomed to work at our meets even if their child is not swimming.

### ***When/where do I sign up?***

You are required to sign up for meet jobs **prior to** a CW sponsored meet. Click the **CW Meets** located on the menu bar. The meets that will be hosting will have a **Job Signup** option. Follow the rules above to select the correct number of sessions to work and the correct number of timing jobs to fulfill. An announcement of when the sign-up is open will be emailed to you.

### ***How will jobs be tracked?***

TeamUnify's job tracking is set up to measure work performed on an hourly basis. Consequently, the unit of measure for each posted job in the system 4.00 hours of work. Your family's obligation will be based on the above parameters and posted on the volunteer portion of your account. This will be available after the meet sign up period has ended. If your meet job sign ups do not match your requirement you will receive an email requesting you to sign up for the appropriate additional number of jobs that are required to meet your commitment. Your hours will be adjusted after each meet (i.e., 4 hours deducted for each meet job completed).

### ***What if I don't meet my requirements?***

Any unfulfilled job requirements, after the conclusion of the Winter session (March) and again at the completion of the summer session (August) will be billed to your account and you will receive an invoice at the rate of \$80 per job. Note that you must be on time to guarantee you will work your job. If you are late we may need to fill your job before you arrive and thus you will not get credit for having worked.

### ***Are there exceptions to the meet job requirement rule?***

Yes. Those who are working a meet job that requires their presence during the meet and significant pre-meet work are not responsible for the meet job sign up. These include: meet director, coaches, meet chairs (e.g., entry, concessions, and hospitality), officials, control room operators, meet video workers, and other specialized positions requiring training. Anyone working these jobs will be credited with their full volunteer commitment for a meet.

### ***What if our family cannot work a meet or specific session?***

Our primary goal was to develop a process that is fair and equitable. For this we have tried to develop it so families could only work when their child swims. However, at times some will need to work in sessions at which none of their children are swimming. However, we understand there may be circumstances that make it impossible for a family to work at a meet that their child is competing in, such as having another commitment with another child, being out of town, or a one parent family. In these situations you should attempt to arrange for someone else to work for you. This may be another family (you can pay them back at another meet), a child of yours (age 11 or older) who is not competing in a session, etc. If you are signed up for a job and no one is available to work you will not be credited for that job (i.e., no hours will be deducted from your hours worked account).

### ***What if I have a High School swimmer?***

Families with only high school (HS) swimmers have the following amendment to their meet job requirements:

If your swimmer(s) is (are) swimming in either the Dec. or Jan. meet, you must work according to the established rules.

If your swimmer is not swimming in a meet, the following requirement must be met:

**Families with a boy HS swimmer** - must work at least 1 timing job at the Dec. meet only (whether your swimmer is swimming in this meet or not). There is no requirement

to work the Jan. meet if your child is not swimming in the meet.

**Families with a girl HS swimmer** - must work at least 1 timing job at the Jan. meet only (whether your child is swimming in the meet or not). There is no requirement to work the Dec. meet if your child is not swimming in the meet.

If you have a younger swimmer also and he/she is swimming in either meet, you must adhere to the meet job requirements for each meet.

If you have a different situation not accounted for here, please contact [Mary Fisher](#) for clarification.

## **MEET JOBS:**

**The following are common meet jobs:**

**Meet Director**– This position is required by USA and Michigan Swimming for every meet held. The main responsibilities include, but are not limited to: obtaining a meet sanction, preparing and distributing meet invitations, organizing meet committees and distributing final results. The director is an overseer, avoiding direct involvement in any one committee or activity. Experience has shown that two individuals sharing the responsibilities works best.

**Timer**– times during swim meet. All timers are shown exactly what they need to do prior to the start of each session. Each session lasts from 3-5 hours.

**Head Timer**– works with the timers. The Head Timer starts 2 watches at the beginning of every heat as backup in case a timer misses the start of the race.

**Setup/Takedown** –This position helps with the meet set-up, typically on Friday afternoon, about 2 hours before warm-up is scheduled to begin. They also help with takedown of the facility (CW owned supplies, pick up of trash, etc.) on Sunday after the meet.

**Concessions**– sell food and drink to swimmers, families and other patrons. Not available at the EMU meets.

**Hospitality Coordinator** – This person plans, prepares and coordinates volunteer for the duration of the meet. Hospitality – is provided for coaches and officials who do not have time to leave the pool between sessions.

**Concessions Coordinator** - plan, prepare, delegate and coordinate volunteers.

**Concession Volunteers** – sell food and drink during the meet.

**Awards Coordinator** – orders awards prior to the meet, prepares awards during meet and distributes to coaches at end of the meet. Coordinates any other volunteer help.

**Officials** – no meet can function without stroke and turn officials, meet referee and the starter. These positions require training and dedication. Training is provided for those interested (contact the current CW Officials Committee chair).

**Program Sales**– sell program ads and prepare them for printing.

**Announcer** – This individual announces the swimmers who are swimming in each heat,

calls the heat and event numbers, and announces the 1st through 16th place winners for each event.

**Clerk of Course** – This individual must be familiar with or (willing to learn) USA Swimming regulations regarding scratch and ad procedures. This job requires someone to work the scratch table during warm-ups. Also will staff the scratch table during prelim/finals meets hosted by CW.

**Computer/Colorado Operation** – works the computer timing system that records the results of each heat and event.

**Safety Director**– required by Michigan Swimming and requires Michigan Swimming membership (CW pays for this) and is responsible for all aspects of safety during the meet. The Safety Director has the final call on all safety issues and coordinates all meet safety marshals.

**Safety Marshals** – Must be USA easily identifiable vests. Responsibilities include, but are not limited to checking the deck and the stands to make sure exits and walkways are clear, ensuring parents or other non-swimmers/coaches are not on deck, that the building is safe and swimmers are behaving appropriately (e.g., no running, feet first entry during warm-up, etc).