

# Job Descriptions

Working at a swim meet is a great way to learn more about swimming, participate in your child's sport and meet other Bullet families. It takes many people working together across a variety of different areas to run a successful swim meet.

Working for three sessions (total) at our hosted swim meets for the 2019-2020 short course season is a required part of our membership to the Academy Bullets Swim Club. Our swim meets are important fundraisers for the team and we need all our swim families' support to run these events.

## What Job is the Best Choice for You?

Which meet session and volunteer job you sign up for are up to you – you can sign up for any open slots under “Job Sign-up” on the Bullets website. Some parents prefer to work for sessions when their swimmers are competing; others prefer to work only when their swimmer is not competing. For our hosted meets, swimmers and (non-working) parents usually camp out in the team area and go to the pool area just for their swimmer's races. Some jobs (such as timer, announcer, Colorado & scoring, Heat Winner) require you to be on the pool deck at all times, and makes you unable to be with your swimmer or any other children during the meet. If you have small children with you at the meet or younger swimmers, you may prefer to a job (such as bullpen, concessions, admissions) where you will be able to be near your children and can talk to them as needed. Jobs on the pool deck offer a great view of the meet and you will be able to see your swimmer in the water. Jobs off of the pool deck are usually structured so that you can go the pool area during your child's race, watch your swimmer compete, then return to your job.

The Job Sign-up indicates a start and end time for each job. Workers need to check in at the Volunteer Check In table before their start time. The end time for each job is an estimate. It may vary depending on the length of the meet. **Most jobs are structured around the meet session and will not end before the end of the session - you will need to stay until the end of your session, even if your swimmer is done competing.**

To help you decide where to work, a brief description of each job is below. Every meet session has most of the same jobs available.

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**Admissions:** These volunteers work at the admissions table, which is located inside, but near the entrances to the facility. Admissions is responsible for taking money for admission into the meet, stamping hands and selling heat sheets.

**Announcer:** The announcer sits near the scoring table, overlooking the pool deck, and speaks into a microphone throughout the session, announcing the event and heats in the water along with the swimmers in each lane.

**Bullpen:** The bullpen is the area where younger swimmers are gathered prior to their events (usually in the team area) and put in their heat and lane order. The swimmers are then walked to the pool deck and lined up behind the starting blocks prior to their event. Bullpen workers will be in a variety of areas: the main bullpen area, walking swimmers between the bullpen area and pool deck, and on the pool deck.

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**Bullpen Lead:** The person in charge of organizing bullpen workers. The Bullpen Lead is based in the main bullpen area and will announce into a microphone when swimmers should report to the bullpen.

**Clean Up:** Clean Up workers are responsible for making sure trash cans are emptied, assisting in cleaning up spills, and generally making sure the meet facility is tidy. The Clean Up workers for the Sunday afternoon sessions will assist in the final meet clean up. In addition to cleaning up the facility, this includes putting all Bullets items back into the storage and returning tables, chairs, etc. to their storage locations.

**Colorado & Scoring:** These workers sit at the scoring table (above the pool deck) and operate the Colorado timing system. Volunteers will also help the IL Swimming Admin Official who runs the scoring computer for the meet.

**Concessions:** Concessions workers set up the concessions area, perform limited food preparation and cooking and sell concessions during the swim meet. Concessions is located away from the pool deck, generally in the team area.

**Concessions Chairperson:** This person organizes the concessions area, plans the items to be sold, purchases the items and directs the concessions workers. (Out-of-pocket expenses are reimbursed by the Bullets.)

**Head Timer:** The Head Timer is on the pool deck. They address any questions from the lane timers, operate the back-up stop watches for each race, and provide back-up relief for timers when needed.

**Heat Winners:** This person is on the pool deck and gives the winner from each heat an award (usually a small treat, which is provided by concessions).

**Hospitality:** The Hospitality room is a separate room located in the facility where meals and snacks are provided to Coaches and Officials. Those in Hospitality work together to plan and prepare the food served. Also, during the course of the meet, Hospitality workers take small snacks and water to Coaches and Officials on the pool deck. (Out-of-pocket expenses are reimbursed by the Bullets.)

**Hospitality Chairperson:** This person oversees the Hospitality Room, plans the menu for meals and snacks served in Hospitality and coordinates with other Hospitality volunteers for the purchasing and/or preparation of food. (Out-of-pocket expenses are reimbursed by the Bullets.)

**Official/Official Admin:** This is a position for IL Swim certified officials only. Trainees who have already completed the IL Swim Officials clinic and are in need of training sessions are also welcome. Any person interested in becoming an official for future meets should visit <http://www.ilswim.org/> for upcoming training sessions.

**Safety Marshal:** Safety Marshals are assigned specific locations in the meet facility to ensure the safety of swimmers, Coaches, Officials and spectators. Generally each Safety Marshal will have a "zone" that they monitor to make sure there are no unsafe areas (excessive water on the floor, loose wires, running in the halls, etc.).

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**Swimmer Check In/Heat Sheets/Misc.:** This person oversees positive check in before the start of the meet, then is responsible for copying, posting and distributing heat sheets. Other duties may be assigned such as posting results, assisting at the scoring table, and other tasks to assist the Meet Director. For our January Speedo Invitational, this job involves announcing events in the team area (at Marmion).

**Timer:** Timers work on the pool deck with a partner (two timers per lane) and uses a stop watch and plunger to record the time for each race.

**Volunteer Check In/Awards/Misc.:** This person checks in workers prior to the start of the meet, distributes t-shirts to workers and helps with Awards. Other duties to assist the Meet Director may be assigned.