



Explanation of Service Commitment Jobs for Meets

Updated November 2021

To run an organization as big as ours we need as much help as we can get! This is a listing of meet-related volunteer opportunities. Heat also has opportunities to help outside of meets. To learn how you can further contribute to the success of Heat, please click [here](#).

Note: Some volunteer jobs begin *before* the meet starts, so be sure to double check shift times in your job signup within Team Unify!

- **Announcers:** Can be trained for this position. It's great to have an understanding of how a meet runs. Also works with Starter/Referee to keep the meet moving quickly and smoothly. An announcer needs a clear voice and must be good at pronouncing names.
- **Awards:** Coordinate the preparation of ribbons for swimmers. The ribbon volunteers affix labels (automatically prepared from the meet computer) to the appropriate ribbons, and files them in the ribbon box for each participating team.
- **Bullpen:** No experience necessary. Adults who work the bullpen are responsible for organizing the 10 and under swimmers to make it to the blocks in plenty of time for their race. It is recommended to have good communication skills with younger swimmers. You will be on deck for this position.
- **Cleanup:** No experience necessary. Volunteers for cleanup need to be available to clean up the facility after the meet or while it's going on and then transport our materials back to the Heat storage shed (located at the apartments close to the YMCA) after the meet is over. Please have a large vehicle for hauling.
- **Computer Operator:** Works on the computer using the Meet Manager Software. Before the meet, the computer operator will make any necessary changes and will print timing sheets for timers and heat sheets for coaches, officials, and announcers. During the meet, the computer operator will collect timing and finishing sheets from the runners and will compare to the computer for any major discrepancies. At the end of each event, the computer operator will print the results to give to scorers and labels to give to ribbons.

- **Concessions:** This is a very important role as concessions bring in revenue for the team. For this position you will be preparing food, and selling food, drinks, and heat sheets. Concessions are responsible for purchasing snack bar supplies for home meets and bringing them to the meet or prep area. Some advanced prep is required the day or two before the meet. Scheduling and responsibilities are determined by the Concessions lead. No experience necessary. This job has different shift times, so please always check the time on the website.
- **Equipment Transportation:** No experience necessary. Please have a large vehicle for hauling available. You will need to help transport our equipment from the shed by the YMCA to the facility and unload your vehicle.
- **Food and Beverage Donation:** You can sign up to bring a food or drink item (for example fruit, doughnuts, granola bars, cookies, brownies, juice boxes, bottled water, etc.) and take it to the appropriate hospitality table at the time noted in the sign up (concessions stand upstairs or coach/volunteer hospitality table on deck). The team will sell what you donate and will offer snacks and drinks to volunteers, officials, and coaches during the meet.
- **Head Timer:** This person arranges back-up timing for all races. Responsible for replacing stop watches for timers as necessary. You will be on deck for this position. Some timing experience is preferred but not required.
- **Heat Winner Awards:** Distribute a rubber duck or other prize to the winner of each heat. This person will be on deck for the entire shift/session.
- **Hospitality:** Provides water and checks on any additional needs for officials, coaches, lifeguards, and timers during the meet.
- **Officials:**

Training is required prior to working these positions. If you are interested please contact Will.

 - **Referee:** The referee is the chief official for the swim meet. They are responsible for the conduct of the meets and are the final authority on the interpretation and enforcement of all swimming rules. They need to be thoroughly familiar with all applicable rules, meet procedures and duties of all meet officials.
 - **Starter:** The starter has complete control over the swimmers from the time the referee signals the start of the race until after a fair start has been made. The starter will call the swimmers to their start position, get them set and then start the race. Starters also indicate whether false starts have occurred.
 - **Stroke and Turn Judge:** Stroke and Turn Judges ensure that the rules relating to the stroke, turn, kick and finish designated for the event are being observed. These judges are responsible for watching swimmers for disqualifications (DQs) in stroke technique during each race and reporting DQs to the meet referee.

- **Posting results:** No experience necessary. After the staff at the computer table has results ready, this position tapes it up in different locations for parents and swimmers to see. You will be on deck for this position.
- **Runner:** No experience necessary. After each event, the runner will gather the time papers from the timers and bring the sheets to the computer table. You will be on deck for this position.
- **Safety Monitor:** No experience necessary. The position requires a start time before the meet, so please check the website. Safety monitors keep unauthorized people off the deck (such as parents), make sure the swimmers are not running or horse playing, on the deck, and keep swimmers from diving and horse playing in the warm-up pool. You will be on deck for this position.
- **Timers:** No experience necessary for this position. This is probably the most important position for a meet. The meet cannot run without a sufficient number of timers. There is training for this position at the beginning of every session, so don't feel intimidated if you have never timed before. The timers' responsibilities are to check the recording sheet to make sure the correct swimmer is in the lane, use a stopwatch and plunger to time the swimmers, and record the times of both timers on the timer sheet/clipboard. You will be on deck for this position.