

# Swim Meet Job Descriptions

(unless noted, the check in time for the job is 15 minutes before the start of the meet)

**Computer Operators (2 people, requires training, 5 hours per person):** Run the computer system (Colorado Time System), which includes updating meet entries and scratches, assignment of heats and lanes, printing heat sheets, retrieving results from the console, checking/inputting backup times and DQs during meet, and printing results and award labels. This job begins one hour before the meet session.

**Console Operators (2 people, requires training, 4 hours per person):** The console operators (Colorado Time System) run the electronic scoring equipment that registers the times from the touch pads and back-up buttons. The console operators must add touches when swimmers miss the touch pad and reset the system between each heat and race.

**Deck Marshals (2 people, no training required, 2 hours per person):** Stand on the pool deck and monitor the pool during warm up to ensure safe behavior from all swimmers, including no diving or running.

**Event Numbers / Bull-Pen (2 people, no training required, 4 hours per person):** Keep current event number posted on white board by the pool and communicate current and upcoming event to the area where teams are sitting when not in the pool area. Bull-Penning is primarily used for 10 & Under swimmers. The person in charge of this will line children up in seats according to their heat and lane assignment for upcoming events and usher them to the waiting area behind the blocks before the start of their event.

**Food Table (6 people, no training required, 3 hours per person):** The food table will be covered in two shifts of three hours each. The first shift begins one hour before the meet start and includes setting up the food table prior to the meet, receiving food donations, and pricing the food. The second half includes cleaning up the food table after the meet. Both shifts will sell food and prepare food as needed, which might include activities such as cutting fruit or grilling food.

**Hospitality Room (2 people, no training required, 3 hours per person):** The hospitality person works along with the food stand workers and is also split into two shifts. The first shift sets up the hospitality room at the beginning of the meet while the second shift takes it down. The person with this job monitors the hospitality room for coaches, meet workers, and officials and places out food and drink when it is necessary.

**Heat-winner (1 person, no training required, 4 hours per person):** Works on the pool deck and gives a prize to the winner of each heat during 12 & Under Sessions.

**Awards Table (2 people, no training required, 4 hours per person):** Works at the admin table on the pool deck and puts together the awards after results for each event have been finalized, and distributes the awards into containers for teams to pick up at the conclusion of the meet.

**Meet Set Up (3 people, no training required, 2 hours per person):** Set up the pool area for the meet, including installing pads, setting up computer table, trash bags, moving chairs, setting up swimming pool area, etc. Arrival will be specified at a time before the meet begins. Additional slots for food table set up will also be available.

**Meet Clean Up (4 people, no training required, 1 hour per person):** Clean up pool area after the meet -- all equipment is to be removed and returned to the closet/ room in the large pool area. The pool deck is to be returned to its original state.

**Officials (5 people, special training required, 5 hours per person):** Officials are required to be trained and certified through YMCA and/or USA swimming. We encourage parents who are interested in officiating to speak with head coach Nick Rice about the process. This job begins 30-60 minutes before the session start time.

**Runners (2 people, 4 hours per person):** Runners collect time sheets from the timers after each event finishes and deliver them to the computer area. Runners will also post heat sheets and results on the walls.

**Timers:** Each session will be divided into two timer shifts – first half and second half of the meet. Timers for the first shift must attend a brief timer’s meeting about 30 minutes before the start of each session.

Lane Timers (24 people, 2.5 hours per person): Two timers are required at all times for each lane of the pool. The timers use a stopwatch to time each swim. The stop watch is started when the light flashes on the starting equipment and the watch is stopped when any part of the swimmer touches the wall at the end of the race. One of the timers will be in charge of writing down all of the recorded times on a provided form. The other timer will be in charge of pushing a back-up button timer (“plunger”) when the swimmer finishes the race.

Back up Timers (4 people, 2.5 hours per person): Back up timers are needed in case a start is missed or a watch fails. The backup timer is on deck at all times and starts two watches at the start of each race. If a start is missed timers raise their hand to signal the backup timer to bring them a new watch.

Head Timer (experienced timer, 5 hours): Runs timer’s meeting before beginning of meet, distributes stopwatches and clipboards with heat information for timers to write down times. Collects watches at end of meet.

**Volunteer Coordinator (1 person, requires training, 5 hours per person):** Oversees sign-in sheet for all volunteer activities and helps volunteers get started on their jobs.