Welcome to the wonderful world of swimming. Now what?

Now get involved. Parents need to fill many volunteer positions to run a swim meet. Your help is needed to insure the team grows and prospers. At times, it will seem as though the swim meet will go on forever. However, if you are involved as a parent volunteer, the time will fly by. Also, you will gain a better understanding of the sport in which your child is involved. There are volunteer positions available for new swim team parents having little or no previous swim team experience. Some of these positions are timers, runners, concessions, score keeping, ribbon writing.

It takes between 35 and 40 parent volunteers to successfully conduct each swim meet.

Most volunteers are asked to work one half of each swim meet.

Volunteer sign up sheets for each meet will be emailed prior to meets. We require all parents, new and experienced alike, to sign up and help conduct the meets. To handle all the work that must be done at each meet, it is mandatory that at least one parent of each family volunteers at each meet.

Parents interested in a particular volunteer position should sign up early, as the positions are filled on a first come, first served basis. Please remember that successful, efficient meets depend on all parents volunteering throughout the swim season. Please pitch in as best you can!

**Swim Meet Volunteer Job Descriptions**

**Note: Each family is required to work 1 job per meet.**

**Food Table -** : This is an important fund raiser for the team, as we raise money for end-of-the-season awards and other extras this way. You get to interact a lot with both kids and parents and can always get away to watch your child swim. (6-8 per meet)

**Marshall*--*** These workers wear orange vest and line up along the sides of the pool. They monitor the safety during warm ups. They need to be on deck 15 minutes prior to warm up and maintain a position throughout the meet. (2-4 per meet)

**Runners--** Runners collect time sheets after each event and deliver them

to the computer area. Runners will also post heat sheets and results on the wall near the restrooms. The check-in time for this job is at least 30 minutes prior to

the start of the meet. Assistance prepping the time sheets at the computer table prior to the meet may also be necessary. This job finishes after the final heat of the meet is complete and all timer sheets have been collected. (2 per meet)

**Set Up/Clean Up--** These individuals are responsible for both set up and clean up for

home meets, in addition to helping clean up team area at away meets. They will arrive ½ to 1 hour prior to the start of the meet in order to prepare the pool area. They will remove all necessary equipment from the swim team closet/ room and place it in the appropriate place on the deck. These individuals will be responsible for installing pads, starting blocks, computer table, recycling bins, trash bags, moving chairs, roping off swimming pool area, etc. At the conclusion of the meet, all equipment, etc., 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. (6-8 per meet)

**Shepherds*--***  **(certain meets only)**

 Lining up the swimmers by lane number and heat number using the Heat Sheets.

Once the swimmers are in the correct order and the Clerk of Course gives the

clearance, the swimmers are then escorted to the diving block area, lane by lane

and checked again to ensure they are still in the correct heat/lane order.

 The check-in time for this job is at least 30 minutes prior to the start of the meet.

This job finishes after the final heat of the meet. (2-3 per meet)

**Timers*--*** These volunteers stand in groups of two at the end of each lane and use a

digital stopwatch to time the swimmers. Times are recorded by one timer in addition to their own watch while the second timer will press the plunger as well as their own watch, lane change sheets are collected by the runners. Remember, if you are using the strobe start system, timers must look for the light, and not listen for the sound of the horn. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and your stopwatch, clipboard and timer sheets are turned in. Timers must attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet. (12 per meet)

**Back up Timers**-- Back up timers are needed in case a start is missed. The backup

timer is on deck at all times with the timers and uses a stop watch to record the

beginning of each race. If a start is missed the timers will raise their hand to signal the

backup timer to join them in their lane. The backup timer’s stop watch will be used to

record the official time for that lane. The check-in time for this job is at least 30 minutes

prior to the start of the meet. This job finishes after the final heat of the meet is

complete and your stopwatch, clipboard and timer sheets are turned in. Timers must

attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet. ( 4 per meet)

**Heat winner *--*** The heat winner runner is on the pool deck and responsible for giving a

necklace to the winner of each heat. Beads are given only to the winner of a heat or

the four members of first place relay teams. There are normally parent runners for

each home meet that each work one-half of the meet. The runner will receive

the beads at the announcer’s stand. The check-in time for this job is at least 15

minutes prior to the start of the meet. This job finishes after the final heat of the meet is

complete and the beads are returned to the announcer stand.*(2 per meet)*

**Computer Operations*--*** The computer and scoring team perform several functions.

Before each meet our coaching staff does all of the meet entries and seeds the meet.

On the day of the meet the computer operator makes line-up changes provided by Head

Coaches. The final heat sheets are then prepared and distributed to the appropriate

officials, clerk of course, announcer, and coaching staff. Once the meet begins the

computer team monitors the electronic timing system, receives DQ cards and other

information from the scorers and updates the computer information as needed. Special training is required prior to working this job. As early as possible, the computer team will begin printing ribbon labels for both teams. The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved. (2 per meet)

**Console operator*--*** Scorers sort DQ cards and time sheets provided by the Runners and provide this information to the computer operations person. Scorers also assist the computer operations person with input, printing and problem resolution, if needed. The opposing team provides two scorers; therefore a total of four scorers would be present at each home meet. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved. ( 1 per meet)

***Head Timer--*** The Head Timer is responsible for distributing and collecting stopwatches

used by volunteer timers. At home meets, he/she will be responsible for holding the

“timers” meeting prior to the beginning of home meets. The check-in time for this job is at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and all stopwatches have been collected and stored. ( 1 per meet)

***Officials--*** \*MUST ATTEND OFFICIALS CLINIC\* Officials are required by the

New England Swimming and YMCA to attend an Officials Clinic each year prior to the

beginning of the season. The check-in time for this job is at least 30 minutes prior to the

start of the meet. This job finishes after the final heat of the meet is complete. Officials

should listen for the announcer to announce where the pre-meet “officials meeting” will

be held.

***Starter*--** \*MUST ATTEND OFFICIALS CLINIC\* The starter is the official that

announces and starts each race. They operate the starting device to begin each race.

They also determine false starts and act as a turn judge. He or she has been trained in

the proper starting procedures and will control the start of each event. The starter will

only be needed at home meets. The check-in time for this job is at least 45

minutes prior to the start of the meet. This job finishes after the final heat of the meet is

complete and the starting unit is stored.

***Stroke Judge*--** \*MUST ATTEND OFFICIALS CLINIC\* The stroke judge has been

trained to recognize legal and illegal motions for each stroke. He or she is also trained

to recognize legal and illegal finishes and relay takeoffs. They are responsible for

observing the athletes and determining disqualifications during the swim. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

***Turn Judge*--** \*MUST ATTEND OFFICIALS CLINIC\* The turn judge has been trained to

recognize legal and illegal turn motions for each stroke. He or she is also trained to

recognize legal and illegal finishes and relay takeoffs. They are responsible for

observing the athletes and determine disqualifications during the swim The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

***Referee*--** \*MUST ATTEND OFFICIALS CLINIC\* The referee is the person in charge of

the meet. He or she is the head official on duty. The responsibilities are:

 Determining disqualifications at any place in the pool

 Notifying athletes and coaches of the infractions and resulting disqualifications

 Checking that each swimmer takes the proper lane, call them to step onto the

starting platform or pool deck and signal the starter to begin

 Help judge false starts

 Acts as a turn judge

 Watches for proper finishes and starts

 Assuring that all competition is being conducted according to the rules

 Stopping or suspending competition whenever elements require

 Resolving any disagreement in a timely manner

 Running the officials and timers meetings at the beginning of the meet