



## HOME MEET JOB DESCRIPTIONS

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Coastal Maine Aquatics swim club is a parent run organization that requires a commitment from all member families, not just those involved in the day-to-day management of the club. Unlike many other sports your child may be involved in, running swim meets and other team events requires a tremendous amount of manpower and parental involvement! As an example, to properly run a 1-session home swim meet, we need approximately 50 volunteers to fill the critical jobs of Officials, Computer Table, Timers, Safety Marshals, Admissions, Concessions and more. Working at CMA home meets is a GREAT way to get involved, support the team and meet other parents and swimmers! **To ensure that these tasks are evenly divided among our families, CMA needs ALL member families to volunteer their time and effort.**

### ADMISSIONS

Volunteer will attend to the meet entrance table and collect admission and program fees. Use a marker to mark spectators' hands. A cashbox with change will be provided for this position. Please do not leave the cashbox unattended! Once the meet starts, you may step away from the table to watch your child swim (as long as the cashbox is being watched). Approximately 30-45min after the meet start time and depending on the flow of admissions, volunteers may be finished with their job. Please return the cashbox to the Meet Director(s).

### ANNOUNCER

When the meet begins, this volunteer will sit on the pool deck at the scoring table and announce events and heats. Depending on the distance of the race, the announcer can also call out the names of each swimmer during and event. Typically, an experienced swim parent will hold this position as a good knowledge of the events and kids is nice to have, but not essential. It can be a fun job!

### CONCESSIONS

Concession workers simply keep the concession stand running during the meet. Responsibilities include food sales, re-stocking of items, supplying a cooler with ice and water for on deck meet volunteers. This is a really fun job as volunteers will meet other parents and also many of the kids as they come to buy goodies. Because there are several concession workers on duty, nobody has to miss their swimmer's event. Everyone takes turns running into the pool to watch events as the meet progresses. A cashbox with change is supplied with this position. Please return it to the Meet Director(s) at the end of your shift and do not leave it unattended.

### DECK SAFETY MARSHAL

This volunteer will be on the pool deck during the meet, wearing an orange "safety marshal" vest. The job requires keeping unauthorized people off of the pool deck as well as routinely policing swimmer behavior. The job is fun because it puts you on the pool deck. It does require standing, walking and nicely telling parents that they must leave the pool deck. Click [GUIDELINES FOR SAFETY MARSHALS](#) for more detailed information.

## **HEAD TIMER**

The Head Timer will be on the pool deck and in charge of all lane timers. He/she will work with the Meet Director(s) to distribute watches and clipboards and assign lanes to all timers. The Head Timer is also responsible for operating 2 stop-watches for each event to serve as a “back-up” timer for any malfunction with a Lane Timer’s watch. The Head Timer will also collect Lane Timer sheets at the conclusion of the session and deliver to the Timers’ Table. This job requires standing throughout the session. Click [GUIDELINES FOR HEAD TIMER](#) for more detailed information.

## **LANE TIMER**

At all sessions of the meet, two timers are required for each lane of the pool. This job truly offers the best seat in the house! You get an up close look at the swimmers, your own included, while meeting new parents you work with. This job requires standing throughout the session and it is recommended that you wear appropriate clothing and footwear for the wet conditions! Complete instructions are provided by the Meet Referee or Meet Director at the start of each session.

- TIMER ONE operates a stop-watch and records both stop-watch times on the provided clipboard
- TIMER TWO operates a stop-watch and also presses the “plunger” at the conclusion of the swimmers’ race.

Please remember to be respectful to the swimmers in your lane. Cheering loudly can be distracting for some swimmers. Quietly cheering encouraging words for ALL swimmers in your lane is OK. However, cheering loudly or only cheering for your child and/or other CMA swimmers is **not** OK! Click [GUIDELINES FOR LANE TIMERS](#) for more information.

## **OFFICIALS**

You must be registered as a USA Swimming Official in order to do this job. Parents interested in becoming an official can attend a training clinic to become certified. Please contact our [Head Coach](#), for more information or click [BECOME AN OFFICIAL!](#)

## **RUNNER**

This volunteer circulates around the pool deck to help in a variety of capacities. Some jobs include: delivering DQ slips to coaches, retrieving manual stop watch times for specific events/heats/lane, delivering water to meet staff, replacing volunteers for bathroom breaks, etc.

## **TIMERS’ or COMPUTER TABLE**

Timers’ Table volunteers will run our two scoring computers and two swimming specific programs (Hytek and Colorado). Both programs will be set up and opened in advance, and are simple and straightforward to operate. Training will be provided and job shadowing is also available for those interested. Smaller team meets such as our Blue/Green intersquad meet is a great, low pressure opportunity to learn! You are right on deck with a “birds eye view” of all the events!

## **VOLUNTEER BACK-UP**

Sometimes, you might see this job posted. This requires that you simply attend the meet and be ready to work any job when and where needed. On occasion, volunteers do not show up and this is when you will be called upon to work.