

Team Volunteer Descriptions

Timers

No Experience Necessary! Timers use a stopwatch and a push button plunger to record swim times then record them on the event sheets. Be on deck and close to the action! Two timers per lane, so sign up with a friend or family members. First come – first serve on pool end assignments.

Head Timers

Head Timers assure the assignment of lane timers to lanes and properly check in timers as they arrive. Hand out watches before the session begins and collect the watches immediately upon the conclusion of the session. Start two watches at the start of every race, to be used as back up in case a lane timer's watch does not start.

Announcer

The announcer makes announcements as requested by the meet director/officials, and other staff. The announcer must be constantly aware of meet happenings and swim event timelines. Energy, enthusiasm, and voice clarity, a must. The announcer gets everyone revved up with excitement before, during, and after events. Close coordination with meet directors/officials is needed to ensure that all swimmers /coaches know when to swim. #1 announcer sign-up must be experienced, #2 spot is for those that would like to learn.

Meet Set Up

You are the first to arrive. Here you assist with unloading of the meet supplies from cars and move to the appropriate areas, you also help set up designated meet event areas

Clean Up

You are the last to leave. Here about an hour or so before the meet is scheduled to end, you will assist with packing up meet supplies and taking out and placing designated cars.

Concessions

Concessions involves running an area where different food items will be sold to spectators and swimmers

Clerk of Course

The Clerk of Course main responsibility is the organization and coordination of all swimmers 8 & under. Check ins and meet procedures must be introduced to all first time swimmers during developmental meets. Collectively the Clerks are responsible to make sure each swimmer is in the right event in the right heat at the right time. Meet timelines must be watched closely to ensure that the young swimmers get to swim in their event.

Hospitality

This position runs the food hospitality area where the coaches and officials eat and break. Hospitality volunteers set-up, prepare, replenish, and serve food and drinks. Portable carts of snacks and drinks are taken around the pool deck to serve actively working volunteers, coaches, and officials.

Security

Security is responsible for monitoring the entry of swimmers/volunteers/people to the pool deck and ensuring their safety while on deck. Auxiliary areas are also monitored. We remind kids not to run on deck and keep watch for their safety. Good public relation skills needed. Part of security is the concourse job which requires a congenial personality as you greet people from other swim clubs as they enter the stands to watch their swimmers compete. You will help collect admission fees and sell heat/psych sheets. This person should be knowledgeable about the meet and be able to answer questions from spectators as they enter the observation area. Some people who sign up for this may be involved in copying heat sheets at the Natatorium for distribution.

Runners

Runners primarily copy, distribute, and post swim event results as quickly as possible. The first priority is the meet announcer, in order to provide an official timetable for scratches. The walls are almost as important so swimmers, coaches and parents can make decisions on scratches, etc. Meet management, be it missed cuts or awards, need official results as well. And a copy of every result should go to the administrative

referee. Runners should also be prepared to post timelines and heat sheets on deck, and make and distribute copies to coaches and officials.

Heat Sheets and Admissions

You are the second to arrive at the meet. Admissions is responsible for collecting the spectator entrance fee. Good public relation skills are needed. You will also make sure that spectators entering and exiting the premise has their designated proof of paid admission for re-entry. Heat sheets will be sold at the admission table or in the stands when ready.

Timing System

This position is responsible for running the timing equipment, which includes the electronic starting system, scoreboard and touch pads. This individual is responsible for turning the lanes on and off during each heat and also serves for accurate recordings off of the touch pads. Training is required. Interested individuals who would like to be trained and are interested in performing this function at meets in the future should contact a meet director.

Computer

This position runs a window based software program, which enters all official times into a database. Times are automatically fed into the program from the timing system. This individual makes sure that there is accurate transmission of data from the timing system into the database. **Training is required.** Interested individuals who would like to be trained and are interested in performing this function at meets in the future should contact Colleen Rose at colleenvrose@yahoo.com.

Awards

Individuals will be expected to apply pre-printed computer labels on the specific award (ribbon, medal, plaque). Depending on the specific meet, the award will be: 1. placed in an envelope for the designated team, to be picked-up by their coach. 2. Swimmer must pick up the award from the awards desk.

Officials ***Please sign up for this position ONLY if you are a registered official or an apprentice.**

This position requires passing a test and being a registered official with USA Swimming. If you are interested in becoming an official please see the [Michigan Swimming](#) website for additional information.