

Volunteer Worker Job Descriptions:

All workers must check in with Volunteer Coordinator no later than 30 min. prior to the start of the meet.
All workers must be on the pool deck no later than 15 minutes prior to the start of the meet.

Volunteer Coordinator: Host Team Volunteer fills all positions prior to meet start. Must be on deck no later than start of warm-ups.

Admissions: Collect admission and meet program fees. Maintain cash box.

Results: Post event results in multiple designated locations for spectators and coaches to view.

Announcer: Use public address system to make announcements as needed from meet officials, and SMSL officers. May include announcing heat and event numbers for each heat.

Scorekeeper: Computer and timing room. Maintain meet scores, working w/ SMSL computer operator.

Time Writer: Scoring table, enter times for awards, arrange the time cards in order of time and indicate places; and/or record the swimmer's name, place, and points scored on the meet results sheets.

Awards: Scoring table, write the swimmers name, place, event, and time on ribbons for each club. Place awards in box provided by each team.

Head Marshal: Primary Marshal for the meet. Must be experienced to coordinate all other marshals. Familiarity with local pool is helpful. See description below.

Marshals: Assign all swimmers to lanes, making sure that swimmers are grouped together, slowest-fastest, and that the heats are filled to the maximum within the rules. Priority for Lane assignments is 3-4-2-5-1-6 or 4-5-3-6-2-7-1-8 (fastest-slowest), with a minimum of (3) swimmers in any heat. Marshal's also send swimmers to the starting blocks and keep the meet moving.

Finish Judge: seated next to Lane 1 and Lane 6 (or 8), to pick the order of finish by lane number.

Finish Writer: Write place order on cards for each heat of each event as determined by the finish judge

Runners: Collect the swimmer's cards after times have been recorded by the lane timers, and take cards to Time Writers at the scoring table. Take information from Time Writers in to the SMSL Computer operator. For 25-yard events also pick up the cards from the swimmers at one end of the pool before each race and take the cards to the lane timers at the other end of the pool.

Heat Winner: Give Heat Winner ribbon to winner of every heat of every event.

Head Timer: Maintain minimum (2) stopwatches. Serve as backup when Lane Timers have watch failure

Lane Timer: Manually time with stopwatch each heat, each event (2) per lane typical, (3) for 8 under. One of the timers in each lane activates the electronic back up button when the swimmer finishes and the other timer records all of the stopwatch times on the heat card. The watch is started at the flash of the electronic starter and stopped when any part of the swimmer's body crosses the plane of the end of the pool at the finish. Each timer must bring their own stopwatch.

(Each club should furnish its lane timers with stopwatches.)