



Home Meet Volunteer Positions

(revised April 12, 2022)

For more information, contact volunteer@nhcpswimclub.org

Why Volunteer?

There are so many great ways to help our club run a successful home meet! If you are new to volunteering, please read the descriptions below of the various available jobs to see what is right for you.

Meet Volunteer Positions & Descriptions

***Please note - Volunteer arrival times and head counts by position for a given meet may vary from this list. Information will be on the volunteer sign up page for each meet.*

Pre-Meet

Hospitality Chair (1 per meet) - Prior to meet, coordinate with the meet director to determine what meals are needed for officials/coaches and then order and/or purchase the food. Additionally, the chair will shop for snacks and beverages for the officials, coaches and volunteers and coordinate delivery to the hospitality lounge.

Experience - None

Time - prepare during the week before meet; arrive 30 minutes prior to warm-up session

Meet Equipment Move (3 per meet) - Meet at the club storage unit (Extra Storage, 3216 Winnetka Ave. N., New Hope, MN, 55427) at 5PM on the Friday before the meet to move equipment to Maple Grove Middle School and set up. Two large vehicles (trucks, SUVs) are needed.

Experience - None

Time - 5pm Friday before meet

Meet Set Up (5 per meet) - Set-up crews (5 minimum, preferably a few more!) needed to prepare the pool deck on either Friday night or Saturday morning. Work includes running computer cable, setting up backstroke flags, putting in lane lines, roping off coaches, swim team and spectator areas and other miscellaneous tasks. Morning work includes setting up the scoreboard, final computer set-up, touchpad set-up, equipment testing and other stuff that always comes up.

Experience - None.

Time - Varies - see individual meets.

During Meet

Announcer (1 per session) - Announces all information pertinent to meet including swimmers' names, events, scores, general announcements.

Experience - Minimal Training required. Meet with a meet official to learn proper etiquette for announcements.

Time - Arrive 30 minutes before start of session.

Awards (2 per session) - Posts meet results for swimmers/spectators. Results will be obtained from the results computer operator on the pool deck. Organizes awards according to results received, labels ribbons, writes certificates and disburses awards to team representatives.

Experience - No

Time - Arrive start of session.

Concession Worker (3 per session) - Assist with concession sales, restocking and maintenance of concessions booth.

Experience - No

Time - Arrive 30 minutes before start of session.

Deck Parents (2 per 10 & Under session) - Assist coaches with getting younger swimmers organized and to their races on time.

Experience - No

Time - Arrive 30 minutes before start of session.

Floater (2 per session) - Fills in where additional help is needed or when volunteer positions are not filled.

Experience - No

Time - Arrive 30 minutes before start of session.

Head Timer (1 per session) - Gives instructions to the timers and distributes watches, etc. Attends a timers' meeting 15 minutes before the start of the session. Runs back up watches on each event and verifies times for officials.

Experience - Yes

Time - Arrive 30 minutes before start of session.

Hospitality Worker (3 per session) - Assist with food preparation for our hospitality area, deliver drinks and snacks to workers, coaches and officials on deck.

Experience - None

Time - Arrive 30 minutes before warm-ups begin.

Lane Timer (12 per session) - Two timers per lane, one person operates the stopwatch, and one person pushes the electronic timing button at the finish. Timers are also responsible for lining up swimmers in the correct order according to the program and manually recording each swimmer's stopwatch time. Attends timer meeting 15 minutes prior to start of meet.

Experience - No

Time - Arrive 30 minutes before start of session.

Lucky Duck Sales (2 per session) - Monitor/sell Lucky Duck necklaces for swimmers. Set up a table outside of the pool entrance near the volunteer check-in.

Experience - None

Time - Arrive 15 minutes before warm-ups begin.

Meet Marshall (1 per session) - Coordinates with Meet Director to be sure rules of safety are being followed throughout the swimming venue. Maintains an ongoing presence on the pool deck to ensure swimmers are following rules of safety. Assists meet officials, swimmers, coaches, and spectators as necessary. Ensures pool deck has easily accessible walkway for spectators and swimmers.

Experience - None

Time - Arrive 30 minutes before warm-ups begin.

Officials (4 per session) - Positions (referee/starter/stroke & turn) must be certified under USA Swimming. Training class plus 6 sessions of apprenticeship required for certification. Information at www.usaswimming.org Click [HERE](#) for more information on becoming a USA Swimming Official.

Experience - Yes

Time - Arrive 30 minutes before warm-ups begin.

Order of Finish (1 per session) - Stand on deck and record the order of finish for each heat.

Experience - No

Time - Arrive 30 minutes before start of session.

Results (1 per session) - Work at the results table running the computer, verifying results, and compiling data for awards, team standings, etc.

Experience - Yes

Time - Arrive 30 minutes before start of session.

Runner (3 per session) - Bring results from the timing table to the computer room and awards table. Assist timing table and meet officials with back-up times and disqualification slips.

Experience - No

Time - Arrive 30 minutes before start of session.

Timing Table (1 per session) - Responsible for operating the electronic timing equipment, recording times and places, report discrepancies to meet officials. People willing to train on this position at the meet are always needed.

Experience - Yes

Time - Arrive 30 minutes before start of session.

Volunteer Check In (2 per session) - Check-in volunteers, provide direction to their volunteer station, distribute, and collect volunteer shirts, and sign-in coaches and officials.

Experience - None

Time - Arrive 30 minutes before warm-ups begin.

After Meet

Meet Clean Up (3-5 per meet) - Tear-down crews needed immediately following the last session. Tear-down essentially means return the pool to the condition it was found in. Everything will need to be taken down and stored. Includes meticulous cleaning of the pool deck and stands of all garbage and mess.

Experience - No

Time - End of meet.

Meet Equipment Move -Sun. (3 per meet) - Move equipment from Maple Grove Middle School to the storage unit, starting at the end of the meet. Large vehicles, trucks, and trailers needed too.

Experience - No

Time - End of meet.

Volunteer Shirt Assistance (1 per meet) - Pick up and launder volunteer shirts at end of meet. Communicate with volunteer coordinator and/or meet director to return clean shirts. Please leave your phone number when signing up for this position.

Experience - No

Time - End of meet.