

# Columbia Swim Club - Volunteer Job Descriptions

Below are descriptions of volunteer positions at our hosted meets. Most positions do not require any advance training.

## **Timers: Experience – None needed.**

- This is the most important job of all! Without timers we can't run the meet. Timers assure that each swimmer gets the most accurate times possible. They are also our last line of defense to assure that the right swimmer gets the right time by making sure each swimmer swims when and where they are supposed to.
- Training will occur on deck. It is not difficult and there are always two timers per lane so the responsibility averages out.
- Timers are required to attend a Timers' Meeting about 15 minutes before the session starts. This meeting is given by a trained USA Swimming Official. The Officials will explain the role and responsibilities and direct Timers to stand by the assigned lane for timing.
- Timing involves starting the stop watch on the start and stopping it on the finish. At the finish, Timers will also depress a plunger.
- Timers write down the time (Usually two stopwatches are provided per timer, one for the current race and one for the race that just finished. This is an easier way to keep track of the times instead of relying on your memory.), clear the watch, and are ready to start all over again with the next race.
- Timers are expected to time for the entire session. Snacks and drinks will be provided, as well as breaks. If both parents are at the meet, it is helpful for one to time while the other takes care of the swimmer(s). Parents can switch off. This is an easy job for off duty swimmers as well as grandparents, mature 13 year olds and older siblings and friends.
- Please dress accordingly. Timers on the pool deck will certainly get wet from splashes. A CSC volunteer t-shirt will be provided.
- 11 and 12 year olds may time with parent; 13 and older may time by themselves
- Please state on sign up under "COMMENTS" if you have not timed before

## **Relief Timer: Experience - Preferred (13 and older with experience)**

Duties and requirements are the same as for a Timer, but a specific lane is not assigned. The Relief Timer relieves Timers for 10-15 minute breaks throughout the meet for whatever reason. Relief Timers should be on hand so that all Timers can find them easily and ask for relief. In addition to the above duties, the relief timer will also train new timers on deck at the start of each session. They will assist those lanes needing help during the shorter races in writing down times. Relief timers will also have a watch to be a back up to the head timer.

## **Head Timer: Experience - Required. (13 and older with experience)**

- The Head Timer is not assigned to a specific lane. Head Timers have additional stop watches available if a Timer assigned to a specific lane misses the start of a race.
- The Head Timer will start two watches at the beginning of every race, then look over the line of Timers. If a Timer has a watch malfunction, they will raise their hand and the Head Timer will give a “good watch” to them immediately. Head Timers must attend the Timers’ Meeting as well.
- The Head Timer also serves as the Volunteer Check-in person. As volunteers arrive before the meet starts, the head timer will check in and direct volunteers to their stations. The Check-in Station is located in the Main Lobby of the Mizzou Recreation Center.
- The Head Timer is also in charge of making sure all Timers are ready for the meet and behind their assigned lanes 10 minutes prior to meet start. He/She needs to make sure that all plungers (2 per lane) are accessible for the start of the session. One Head Timer is needed for each pool and swim session.

## **Safety Marshal: Experience - Not Necessary. (Must be an Adult)**

- The Safety Marshal assures that all safety needs are met and wears the orange safety vest during their entire session. This volunteer verifies that the physical space is safe and that all swimmers and spectators are following the safety guidelines.
- The Safety Marshal is also the main go-to person for anything that arises which may require attention. (FYI Lifeguards have first aid kits on them in case someone needs a Band-Aid.) Safety Marshals also ensure that only swimmers, coaches, officials and meet volunteers are allowed on deck per USA Swimming regulations.
- This is a great position for parents with younger swimmers. You have the ability to walk around deck and check on them throughout your shift.

## **Admissions: Experience - Not Necessary. (18 years and older)**

Those who volunteer for this position collect admissions fees and sell heat sheets to spectators at the entry of the meet.

## **Concessions**

**Concession Chairperson:** Experience - Must be trained by previous concession chairperson. The Concession Chairperson's duties include planning, shopping, and transporting food as well as preparing and selling the food items. After the meet, you will clean and return items.

**Concessions Volunteer:** Experience - Not necessary.

Volunteers in Concessions sell the items, take money and re-stock inventory as necessary. It is important to never leave the concessions area unattended while there is money in the cash register. This is a great job for parents with younger swimmers. The swimmers "crash" in the gym where concessions is located. You can keep an eye on them while working.

## **Hospitality**

**Hospitality Coordinator:** Experience - Must Be Trained by Previous Hospitality Coordinator.

- Duties include requesting donations of food, coordinating at least 3 meals over a two, three or four day meet, stocking and preparing the Hospitality Room for meals, snacks and beverages the night before the start of the meet.
- Additionally, the Hospitality Coordinator purchases and arranges delivery of all snack items, drinks, meals, and storage items for the meet.
- This volunteer should be available for every session during the meet and must ensure Hospitality is running smoothly and guests are happy and satisfied with their meal.
- The Hospitality Coordinator also trains new volunteers in Hospitality.

**Hospitality:** Experience - Not necessary (Must be 18 years or older and not a CSC Swimmer)

On the job training will be provided.

- Hospitality Volunteers help with organization, food preparation and set up of meals for coaches and meet staff in the Hospitality Room. Distributes drinks & snacks to volunteers, coaches & officials on deck and timers table.
- Also involves clean up of leftover food at the end of each meal and prepares the room for the next meal.
- Hospitality Volunteers should make sure that all of the tables and serving areas are clean at all times and most importantly, should be friendly and welcoming to our guests.

## **Announcer**

Experience - on the job training is required.

Contact the Volunteer Coordinator if interested: Patricia Ragsdell ([patriciaragsdell@yahoo.com](mailto:patriciaragsdell@yahoo.com)) if interested.

- The Announcer lets the audience know which events and heats are in the water and announces the first and last call of each heat. This volunteer also makes any announcements as needed for information and safety.

- Announcers should have a strong, clear voice and be able to read and pronounce a wide range of first and last names.

## **Bullpen**

Experience - Not Necessary. This job involves lining the 8 & under swimmers up into their heats and lanes for each of their events. Ability to work well with the very young and inexperienced swimmers is a must. These volunteers are not required for every meet.

## **Clerk of Course**

Experience - Significant working knowledge of a swim meet. Contact Erin Hervey: Team Lead (erin@morealtor.com), if interested.

- On the job training is involved for this volunteer position. The Clerk of Course works closely with the administration official in the Control Room. The Clerk should be knowledgeable of all aspects of the meet in order to answer general meet information, entry, scratch, and time trial questions from the coaches and swimmers on deck.
- The Clerk checks in all teams and collects team fees for the meet; checks in swimmers for the distance events and collects fees for deck entries and time trials.
- Other duties include: distributing coaches packets and coaches heat sheets, affixing award labels on appropriate ribbon/medal and placing them in their respective team folders and coordinating award ceremonies during Championship meets.

## **Volunteer Coordinator**

Experience - must be trained by current Volunteer Coordinator.

- Coordinators: Patricia Ragsdell ([patriciaragsdell@yahoo.com](mailto:patriciaragsdell@yahoo.com)) & Cindy Mize ([cadmize@gmail.com](mailto:cadmize@gmail.com)) This position is vital to a well-run meet. The Volunteer Coordinator works closely with administration officials before the meet to ensure shifts are accurate to have proper coverage of volunteers.
- Coordinators make sure each volunteer position is filled before the start of meet. Other responsibilities include: Monitoring the website sign-in and making phone calls as necessary to fill all positions; Creating spreadsheets for all volunteer positions.
- Coordinators are on hand before all sessions making sure all timing positions are filled for each lane/session and arranges the Timers' Meeting with officials. This position tracks all volunteer attendance.

## **Officials**

Experience - Training/Education from USA Swimming is Required.

Contact the Lead Official: Chris Lorson, ([lorsonc@missouri.edu](mailto:lorsonc@missouri.edu)), if interested

- Officials are the people in the white shirts and blue/khaki shorts who disqualify the swimmers for infractions. We cannot stress how important this job is to swimming anywhere in the US.

These are the people who make sure the kids have a level playing field and that USA Swimming rules are followed.

- Officials are all volunteers and are asked to work all meets not just the ones that CSC hosts. They are very dedicated and well thought of in the swimming world. They are also fed for free at meets.
- Classroom training as well as on deck training is required. Although this is a very rigorous position, most officials love it. Most will tell you that they have the best seats in the house to watch swimming.

## **Colorado Operator**

Experience - Training is necessary, but not difficult.

Contact the Volunteer Coordinator: Patricia Ragsdell ([patriciaragsdell@yahoo.com](mailto:patriciaragsdell@yahoo.com)), if interested.

The Colorado is a computer system that interfaces with the touch pads, scoreboard and computer for scoring. The Operator has to pay attention to each heat and reset the console after each race. They must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position but you can be trained while working alongside an experienced operator. As this is such a focal point of any meet and takes a good bit of concentration, the Club would like to have as many trained operators as possible in order to offer sufficient breaks and to give relief time during the meet.

## **Meet Manager Operator**

Experience - Training is necessary, but not difficult. Contact Volunteer Coordinator, Patricia Ragsdell ([patriciaragsdell@yahoo.com](mailto:patriciaragsdell@yahoo.com)), if interested.

The Meet Manager is a software system that imports the information from the Colorado Timing System and puts it in a more usable form for those operating the control room and to upload to Meet Mobile. For the most part, the Meet Manager Operator simply pushes a button to import the times, but if a swimmer misses a race the Meet Manager Operator make adjustments to the system. It is not a difficult job and the position allows for work together with the Colorado Operator.

## **Control Room**

Experience - Extensive knowledge of all computer systems and all meet functions is required.

This is typically a hand-picked position.

## **Meet Director**

Experience - significant experience necessary.

- The Meet Director should possess knowledge of all positions and all administrative functions of the Meet. This position is typically appointed by the board. Training and education required to be a Certified Administrative Official with USA Swimming.

- The Meet Director(s) coordinate(s) all meet information, as well as works closely with coaches and officials to run the meet in accordance with USA Swimming guidelines. Other duties include creating meet sanctions, inviting teams, interacting with coaches, and coordinating all meet preparations (planning time per meet 3 to 6 months). Further, the Meet Director oversees and works closely with chairpersons in every volunteer group associated with the meet.

There are countless small jobs that are required to prepare for any meet. Many of the above tasks can be broken down further.

Thank you for volunteering - no job is too small. Each and every person's help is greatly appreciated!

If you have any questions, please contact the Volunteer Committee at [volunteer@csctigersharks.org](mailto:volunteer@csctigersharks.org)