

Volunteer Positions

Timer

- Keep and record back-up times on stopwatches and back-up buttons.
- Two timers are assigned to each lane.
 - The number of lanes is determined by the size of meet and number of swimmers attending.
- Each timer is assigned two watches. You will start the first watch with the start of each heat. You will keep this time on the watch while starting the second watch for the next heat. During this heat you will record the time from the previous heat.
- *No experience required*

Head Timer

- Supervises and backs up the timers
- Starts two watches for each heat in case a timer does not get their watch started.
- *Previous experience as a timer preferred, but not required*

Announcer

- Announces events, heats & results.
- May be required to interpret names with difficult pronunciations.
- May be asked to make additional announcements throughout the meet.
- *No experience required*

Computer Operator

- Works on computer to run the swim meet software.
- Results are stored and printed by events.
- Manual input of times may be necessary.
- This position is overseen by the Administration Official.
- Works in coordination with Console Operator.
- Times are pulled from the console to the computer.
- *Experience necessary*

Console Operator

- Work on the Colorado Timing equipment
- Next to the starter and have the best seat in the house
- Works in coordination with Computer Operator.
- Times are pulled from the timing equipment (touch pads) and sent to computer.
- *Experience necessary*

Hospitality

- Supply food and drinks to coaches and officials throughout the meet.
- Help to prepare and set up spread for breakfast, lunch, and dinner (if necessary)
- Occasionally hand out water to coaches and officials on deck during meet.
- Make a list of items in short supply.
- May also be asked to run to store for any necessary purchases.
- This position still allows for parents to watch their swimmer's races.
- *No experience required*

Meet Runner

- Pick up timing sheets following each event from each lane and passes off to Computer Staff.
- Post results from each event around the pool/crash area.
- Assist computer/console staff with any necessary tasks
- *No experience required*

Official

- Helps insure meet is run in accordance with USAS rules and regulations.
- Positions include:
 - Stroke and Turn
 - Starter
 - Deck Referee
 - Meet Referee
 - Administrative Official
- *Training and certification required. See 'Becoming an Official' on Club Info page for more information.*

Awards

- Collect labels from computer staff.
- Label and sort awards for each team and distribute at the end of last day of meet.
- This position can be included with T-Shirt/Heat Sheet Sales or Hospitality.
- *No experience required*

T-Shirt/Heat Sheet Sales

- Sell Heat Sheets & any apparel merchandise.
- Required to handle cash, checks and credit cards.
- *Some experience required*

Check In Table

- Check In all visiting teams and collect fees.
- Collect all Adds and Scratches and report to computer operator
- Answer questions from coaches and officials regarding various meet information.
- Insure all volunteers check-in to receive credit for service hours.
- *Some experience required*

Safety Marshall

- Monitor pool deck to maintain safety for all participants
- Coordinate with Meet Director to report any occurrence of unsafe behavior.
- Insure warm up and warm down area is being properly used by all participants.
- *Some experience necessary*

Set Up & Break Down

- Responsible for setting up and/or breaking down all equipment required to run the meet on deck, in the crash area and hospitality room.
- More hands make the work go quicker!
- *No experience necessary*