



## SWIM TYDE VOLUNTEER JOB DESCRIPTIONS

### PARENT VOLUNTEERS ARE ESSENTIAL FOR A SUCCESSFUL SWIM MEET!

*Sign ups for volunteer positions will be posted around the time sign ups open for each meet. Please plan to help at least one session at each meet. It takes a lot of people to keep a meet running smoothly behind the scenes and we want our coaches to be able to focus on helping the swimmers at meets. Swim Meets will not start until essential volunteer roles are filled.*

### POSITION DESCRIPTIONS:

- **Timer:** Must attend timers meeting usually held 15-30 minutes before the start of meet and be familiar with, or comfortable learning, how to operate a stopwatch (it's easy!). Timers should be ready for the start of each event, and, when possible, verify the swimmer in their lane is in the correct heat/lane, and watch for the starting system strobe to start their watch. If a timer misses the start or the watch malfunctions, he or she should raise a hand to alert the head timer who will deliver another watch. Timers should stop their watches when any part of the swimmer's body touches the wall. Timer's job is timing only—timers are not responsible for calling false starts, improper touches, turns or finishes, or any other stroke infractions
- **Head Timer:** Must attend timers meeting usually held 15-30 minutes before the start of meet and must be familiar with the operation of a stopwatch. Verifies that all timers understand their job; starts 2 watches at the beginning of each event; delivers a watch to a lane timer if their own has malfunctioned or the start was missed.
- **Ribbon/Award Labeler:** As labels are printed, peels and sticks them to ribbons and sorts and places in the appropriate team container. Assist Scoring Table with posting meet results.
- **Heat Sheet Sales**  
Manage the Heat Sales table and also serve as the sign-in location for volunteers. May handle Team Store sales at some meets.
- **Meet Admin Runners**  
Work with the officials and scoring table staff to collect and distribute DQ slips, timing sheets and results where needed. You'll be given more specific instructions by the referee at the meet.
- **Clerk of Course:** Sometimes used to line up younger swimmers in events and heats; assures swimmers know event, heat and lane; has swimmers lined up behind blocks and ready when starter calls for them.
- **Hospitality:** Manage the hospitality room for coaches and officials. Set up and monitor meals and carry drinks and snacks around the deck to officials, coaches and volunteers.