

OA Hosted Meet: Volunteer Job Descriptions

Orinda Aquatics parents are asked to volunteer at each OA hosted swim meet. The following is a brief description to help you understand what each entails and to assist you in the job that best fits your abilities and interest. Thank you for your continued support.

Meet Director

This position is required by USA Swimming for every meet held. The main responsibilities include, but are not limited to: organizing meet committees and distributing final results. The director is an overseer, avoiding direct involvement in any one committee or activity. This position is also responsible for all aspects of safety during the meet. This may include but isn't limited to coordinating the safety marshals, filling out incident reports and acting as contact during safety issues. Experience has shown that two individuals sharing the responsibilities works best.

Safety Marshals

Must wear easily identifiable vests or armbands. Responsibilities include, but are not limited to checking the deck and the stands to make sure exits and walkways are clear, ensuring the parents are not on deck, the building is safe and children are behaving appropriately.

Volunteer Coordinator

Responsibilities include, but are not limited to coordinating all timers and volunteers for OA hosted meets, ensuring coverage for all jobs for the duration of the meet and tracking families' participation. The volunteer coordinator also assists with preparing equipment for the various jobs including distributing heat sheets, clip boards, watches etc.

Timer

Uses a stopwatch to time the swimmers during their events and then records times for backup on paper. All timers are shown exactly what they need to do prior to the start of each session. Each session lasts from 3-5 hours.

Head Timer

Works with the timers. The Head Timer starts two watches at the beginning of every heat as backup in case a timer misses the start of the race.

Colorado Timing Assistant:

To assist the hired Colorado operator.

Desk Worker:

To input results into the computer.

Setup/Breakdown

These volunteers' help setup and breakdown all the equipment necessary to run a successful meet including, but not limited to the computer/timing system, touch pads, and public address system. This position does most of their work prior to the start of the meet and immediately following the end of the meet.

Hospitality Coordinator

This position is responsible for planning, ordering and/or preparing the food and drink provided to the coaches and meet personnel during the meet in addition to snacks/beverages for the timers/recorders. The Coordinator is also responsible for ensuring that the Hospitality Room is properly staffed during the duration of the meet.

Hospitality Assistant

This volunteer works a "shift" or "shifts" in the Hospitality room during the meet where they assist the coaches and meet personnel with their breakfast/lunch/snacks. Duties may include things like restocking coolers, preparing food, portioning and serving food, cleaning up.

Snack Bar Coordinator

This volunteer plans for, purchases and/or makes the food and drink that is sold at the concession stand to swimmers and spectators during the meet. This job may require time before and after the meet to bring inventory to meet, set up the concession area, clean up and take the leftover inventory back to storage.

Snack Bar Worker

This volunteer sells the food and drink at concessions to swimmers and spectators during the meet. Duties may also include restocking items and assisting with set up and clean up.

Awards/Program Sales:

The Coordinator orders awards prior to the meet. The volunteers prepare awards during meet and distribute to swimmers during the meet and/or to coaches at end of the meet. This volunteer sells programs and final's heat sheets at the beginning of sessions

Officials

No meet can function without stroke and turn officials, meet referee and the starter. These positions require training and dedication. Training is provided by Pacific Swimming and officials are required to maintain certification by attending clinics periodically throughout the year.

Runner/Posting Results

To post all heat and lane assignments. To post results after each event.

Announcing

During T&F preliminaries this individual announces the swimmers who have qualified for finals over the PA system. During finals this individual announces the swimmers for finals and communicates the final results. This individual also announces which events are currently occurring and deadlines for scratching/registration as appropriate.

Check-in/Scratch Table

This individual must be familiar with or (willing to learn) USA Swimming regulations regarding check in procedures. When hosting JO or Far Western meets this job requires someone to work the scratch table during warm-ups prior to the start of preliminary sessions (to allow swimmers to perform positive check-in for distance events) and to remain at the table for 30 minutes after the results of the last event have been announced (to allow qualifying swimmers who chose not to swim in finals to "scratch" from an event).

Parking:

To advise drivers where and where not to park during the meet. To keep all fire lanes cleared and make sure that officials with tags are allowed into the official parking