

Swim Meet Parent Volunteer Job Descriptions

Parent Volunteer Expectations:

Each family is responsible for volunteering a minimum of 2 times per summer season. Most of these opportunities take place during or after swim meets, with the individuals taking on the roles varying from meet to meet. Please note that some positions require training, often alongside an experienced individual, and the more individuals we have trained the better. Positions designated as “trainee” offer you the opportunity to learn how that position works before stepping into the full role.

Team Area Supervisor:

There are 2-4 Team Area Supervisors to help with age groups of 6 & under, 8 & unders, and the 9 & 10 year olds. Team Area Supervisors have primary responsibility for: helping the swimmers in their age group identify their events, heats, and lanes; gathering the appropriate swimmers in their age group once the Clerk of Course calls them to the Clerk of Course area; lining up the swimmers by event, heat, and lane number using the heat sheets as reference; may assist in escorting swimmers from the Clerk of Course to their lanes; and checking again to ensure they are still in the correct heat/lane order. The check-in time for this job is at least 30 minutes prior to the start of the meet, and the job finishes after the final heat of the meet. There are no parent volunteers to help with swimmers 11 years of age and older. These swimmers are responsible for making it to their events on time on their own.

Clerk of Course:

The Clerk of Course is in charge of the “Clerk of Course” area where the swimmers gather as the time of their event nears. The Clerk of Course obtains heat sheets from the computer table and distributes them to the age group parents. S/he helps to organize the swimmers by announcing each race event (event number, age group, and type of event) to the swimmers and age group parents early enough to allow sufficient time to gather all swimmers for that event in the Clerk of Course area. The Clerk of Course makes sure that swimmers are lined up appropriately by Heat and Lane and sent to the lanes for their events in a timely manner, and ensures that the number of swimmers behind the lane is sufficient to keep the meet running in a timely manner. The Clerk of Course must arrive at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete

Official TRAINING REQUIRED:

This individual will be responsible for making sure each race is run according to the guidelines. Duties will vary based on position, but may include issuing disqualifications for incorrect stroke, incorrect turns, and other infractions. This position requires additional training pre-season. The official should arrive a half hour prior to the start of the meet. This position ends after the final heat of the meet.

Head Timer:

This individual ensures the appropriate number of timers prior to and throughout the meet, instructs the timers prior to the meet, and makes sure the timers have everything they need throughout the meet. It is helpful for the Head Timer to be an experienced timer. Approximately 30 mins. before the start of the meet, the Head Timer will ask the Announcer to call for all timers to meet by the computer console. The Head Timer will instruct the timers on appropriate procedures to ensure accurate times, answer any questions, and hand out stopwatches and timer sheets. At the start of each event, the Head Timer will start two watches and then monitor the line of timers throughout the event. If a timer has a watch malfunction, they will raise their hands and the Head Timer will bring one of the extra watches s/he started to them immediately. The Head Timer is also in charge of finding replacement timers if needed. This usually involves telling one of our more mobile volunteers to find a replacement for whatever lane needs a break. The Head Timer cannot leave his/her position to track down timers and thus needs to enlist the help of others should this be needed.

Timer:

This is a critical yet straightforward position. Timers assure that each swimmer's times are determined as accurately as possible. Timers are also our last line of defense to assure that each swimmer swims when and where s/he is supposed to (important in order for each swimmer to be associated with his or her actual time). Timers will be given instructions on deck before each meet by the Head Timer. There are always two timers per lane, typically from different teams. All Timers are required to attend a Timers' meeting about 15 minutes before the meet session starts. This meeting is led by the Head Timer, who will tell you how to do the job and assign you a lane. When instructed to by the Head Timer, you should stand/sit by the lane you will be timing. Timing involves starting the stop watch on the start and stopping it when the swimmer in your lane touches the wall. You will then write down the time, clear your watch, and be ready to start all over again with the next race. Timers are expected to time the entire session. Parents can switch off during the session. This position does not require special skills and can be handled by off-duty swimmers if needed as well as grandparents and other friends.

Runner:

This person gathers up the timer sheets from the timers after each event and takes them to the Computer Chair as well as DQ slips from Officials. The Runner also relays messages between meet personnel who cannot leave their posts.

Computer Chair TRAINING REQUIRED:

The Computer Chair will get the time sheets/DQ sheets from the runners and enter meet results into the computer program. This job requires training and if interested, you will get more information at the time of training. This position should arrive prior to or at the start of the warm-up period.

Check-In Table:

This person checks in the volunteers. You will make sure each volunteer knows where they need to be, what time they need to be there and what is required of them. This person needs to arrive at least 30 minutes prior to the start of the meet. This position will end 15 minutes after the start of the meet.

Set Up Crew:

These individuals help set up the pool deck for home meets. They will help move chairs, set up tables, get all of the volunteer equipment set up and ready, rope off/block off areas needed. They may also assist with checking volunteers in if need before the meet starts.

Clean-Up Crew:

These individuals help to return the facility to its proper condition. All tables and chairs need to be returned to where they came. Towels need to be picked up, trash needs to be picked up, and all volunteer equipment needs to be collected and returned to the storage box. This usually goes pretty quickly with enough people helping.