

Meet Job Descriptions for SSC Hosted Meets

The following outlines the jobs that are required to run a meet, including a brief description of what the job entails and the time frame required. A "session" starts at the time of warm-up and ends after the last event. Please note that some jobs require that you be available to work before a session begins or after it ends.

Meet Manager: Organize the meet, identify and coordinate meet workers and assist the Meet Referee the day of the meet to ensure that everything runs smoothly and efficiently. Must be USA Swimming registered. *Time estimate:* 2-3 hours prior to meet plus meet session(s). Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Officials:

Referee: Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be USA Swimming registered. *Time estimate:* Entire meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Starter/Recall: Reports to Referee. Responsible for starting the swimmers from the blocks. Must be USA Swimming registered. *Time estimate:* Meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Stroke & Turn: Reports to Referee. Insures that strokes and turns are done legally. Illegal strokes/turns are reported to the Referee and the swimmer is disqualified (DQ'd). Responsible for speaking with swimmer to identify what was done incorrectly. Must be USA Swimming registered. *Time estimate:* Meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Computer: Responsible for running the swim meet computer program. Includes, scratches, heat lane assignments and retrieving results from the Colorado system and printing event results. Training on the computer is required; length of training is based on an individual's understanding of the program and comfort level in operating the computer at a meet. *Time estimate:* Meet session plus pre-session preparation time and post-session completion of results. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Computer Assistant: Assist Computer person as required including sorting papers, checking results, etc. Should be in training, or already comfortable with computer system. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: drinks provided by hospitality while working.

Colorado Timing System: Operate the timing system that is used to record the swimmers' times. Training on this system is required and is usually done during a meet; length of training is based on an individual's understanding of the system and comfort level in operating it during a meet. *Time estimate:* Meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Colorado Timing Assistant: Assist Colorado Timing person. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: drinks provided by hospitality while working.

Head Timer: Responsible for stopwatch and lane assignments. Also serves as "Back-up" timer and assists Runner as required. *Time estimate:* Meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Timer: Responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up time in case the touch pads of the Colorado Timing system do not function properly. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet and the other operates the back-up button of the Colorado Timing system. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: drinks provided by hospitality while working.

Runner: Responsible for distributing and retrieving timer sheets during the meet. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: none.

Announcer: Responsible for warm-up session music and announcements. Announces results of events and, in the case of trials and finals, takes scratches for finals. *Time estimate:* Meet session. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Marshals: "The person wearing the orange vest." One male and one female required at each session. Responsible for monitoring access to pool deck to ensure that no unauthorized person(s) gain access, checking the locker rooms, and making sure swimmers are demonstrating safe behavior (no running, no playing in locker rooms or in doorways, etc.). Marshals also look out for unsafe conditions, such as water on floors in hallways and people standing in front of doorways. Responsible for incident reports on all reported injuries. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: none.

Awards: Responsible for getting the award labels from the computer person, placing them on the awards and filing awards in appropriate team bags. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: none.

Hospitality Chair: Work in the hospitality area to provide meals for coaches and officials between meet sessions. *Time estimate:* Meet session plus prior time required to determine menus and obtain food. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Concession Chair: Work in Concession area preplanning, preparing, stocking and selling food (if needed), and meet items such as programs. *Time estimate:* Meet session plus prior time required to obtain all items. Food/Drinks provided: all food and drink provided by hospitality in the hospitality area.

Concession: Work in Concession area preparing, stocking and selling food, and meet items such as programs. *Time estimate:* based on sessions volunteered to fill. Food/Drinks provided: none.