

Swim Meet Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some of the positions do require attending special training sessions and some positions are better suited for our more experienced swim parents (ready bench and head timer for example). If you are brand new to the summer swim league, the jobs of timer, runner, set up, take down, pit parent, ribbons and concessions are good places to start.

ANNOUNCER: Announces first, second and final calls for each event. Works closely with the starter to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers. *Training is required for this position.*

STARTER: Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. He/She shall be the sole judge of FALSE STARTS and all false starts shall be restarted. *This individual must be trained for this position.*

STROKE JUDGE: Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke. *Training is required for this position (a training clinic will be scheduled at our pool prior to the first meet of the season).*

EXCHANGE JUDGE: Required for relay events. One exchange judge from each team shall be positioned at the corners of the pool and be responsible for observing exchanges. *Training is required for this position (a training clinic will be scheduled at our pool prior to the first meet of the season).*

HEAD TIMER: Organizes and briefs the Lane Timers on their duties prior to the meet and is in charge of the lane timers throughout the meet. The head timer has the authority to remove and replace any lane timer, with the approval of the home meet director. *Previous experience required for this position.*

LANE TIMERS: Records the swimmer's time. Each timer is provided a stopwatch and assigned a lane; there are three timers for each lane. All three times are recorded and the middle time becomes the official time. Timers are assigned to work for one half of the meet. This job gives you the best view of the pool and the swimmers during their races.

PIT PARENT: Supervises the waiting area for a particular age group during meets, marks arms of swimmers with event/heat/lane, distributes event cards for relays, keeps track of swimmers - as best as they reasonably can - between events, and gets swimmers to the ready bench on time with caps and goggles. For most age groups, several parents will share this job. This position is obviously more important for the younger swimmers, and the pit parents for the youngest ages (6 & under and 7-8) are especially critical to the timely start of the meet. This job keeps you with your swimmer during the whole meet.

RUNNER: Responsible for obtaining the completed event cards and DQ forms for each race from the timers and judges. The cards and DQ forms are delivered to the scoring table. The job title is very descriptive. Runners should have good tennis shoes that work well on slippery wet surfaces. Assigned to work for one half of the meet. This job keeps you moving around at the poolside and the time passes quickly.

DATA ENTRY: Responsible for entering data from time cards and verifying data entered. Assigned to work for one half of the meet. With this job, you see the race results before anyone else.

SCORING: Marks the official time for each swimmer, records the order of finishes and verifies the computer results. Assigned to work for one half of the meet. With this job, you see the race results before anyone else.

HEAT WIINERS: Determines the winner of each individual event heat and awards that swimmer a heat winner ribbon. Assigned to work for one half of the meet.

RIBBONS: Places labels on ribbons; sorts and files ribbons into swimmer file folder. Assigned to work for one half of the meet. This job keeps you sitting down and out of the sun but may require you to keep working for a short while after the meet is over.

CONCESSIONS: Sells concessions. Helps set up and tear down concession stand. Assigned to work for one half of the meet.

SET UP: Sets up the pool area for the swim meet. Moves deck chairs, starting blocks, sets up canopies, announcer stand and ready bench. This position requires time on Friday evenings prior to home meets and either Friday evenings or early Saturday mornings prior to the start of away meets (depending on restrictions of various teams regarding set up times). May also require picking up equipment such as pads and electronic timing equipment from storage unit to transport them to away meets.

TAKE DOWN: During the last few minutes of a meet the crew begins taking down and storing items in preparation for vacating the pool immediately after the meet. Away meets may also require transporting the equipment back to storage.