

## **JOB DESCRIPTIONS for SRST HOSTED SWIM MEETS**

**COORDINATORS:** The following positions are generally appointed in advance of signups with pre-approval by Meet Director:

**Meet Director:** Overall responsibility for meet planning and communications, especially as related to PNS & USA Swimming requirements, pool, format of meet & events, scheduling & registration of teams. Receives meet entries and communicates meet volunteer needs (timing, officials) and participation requirements with other teams. Oversees publishing of timeline and heat sheets. Available throughout meet to address questions from Clerk of Course, Head Official and all coaches. USA Swimming Certified.

**Announcer:** Highly focused and fast paced position, requires knowledge of various options in meet operation to keep meet on time, requires visual communication with officials and Meet Director, multitasking and ability to clearly and gracefully read stats/heat sheets, anticipate timing of announcements, respond appropriately to officials requests and represent the team over the microphone. Training required.

**Clerk of Course:** Need 2 per session with continuity between sessions. Knowledgeable in meet operation decisions and all positions, to be in close coordination with Meet Director & officials; requires multi-tasking, and calmly problem solving under pressure with or without assistance. Processes deck entries, relay entries, scratch lists, positive check in and reseed orders as required. Helpful if acquainted with coaches for finding them in a crowd. Station supplies head timers, heat sheet sales & volunteer coordinators with supplies. Directs emergency procedures as requested. Before and after meet, advises Meet Director re: meet supplies and any equipment needing maintenance. Entire clerk of course team reports to Meet Director. Continuing position; training required.

**Volunteer Coordinator:** Appoints or approves team leaders for head timing as well as other key training positions, sets up online signup in coordination with team leaders, assists steering of volunteers for best fit and coverage, and provides final volunteer list for positions to clerk of course where volunteers check in. Tracks signup & attendance records for family volunteer credits. Throughout the season, this person assists to adjust key job description information and monitors volunteer and meet feedback for improvements for next meets.

**Hospitality Team Leader:** Assembles team in advance of volunteer signups for preparing food and serving officials on day of meet. Also determines menu and shopping/setup/donation requests. Directs timer refreshment runners, concessions table (if applies), vendors as needed. Typically will be the first one there and the last one to leave, involving lots of preparation and coordination with hospitality team.

**Officials Coordinator:** Certified USA Swimming Official, assembles and assures training of various officials from our team in coordination with Volunteer Coordinator and Meet Director. Reports to Meet Director throughout planning and meet operation as needed.

**Awards Team Leader:** Orders ribbons and awards to have ready for assignment by awards team during meet. Assures awards team receives supplies & results and is able to dispense in a timely manner. Arranges with coaches of guest teams for pick up of awards at the end of meet. If they cannot be mailed, assures ample notice of options communicated in advance.

**VIPS (VERY IMPORTANT POSITIONS):** Swim meets would not happen without the following dedicated volunteers who arrive and check in early and stay 'til the job is done! Training is generally on the job:

**Timers:** Duties begin with call to timers meeting about 20-30 minutes before meet starts, and end when timing session complete or when (in coordination with head timer) replaced by another timer. Need 2 per lane, no previous experience required; should be at least 14 years old, able to pay continuous attention to lane activity and precisely handle a stop watch. Timers assist to keep distractions away from swimmers, check names of lane swimmers and record times. "Soft touch" race finishes are noted if observed. Usually one timer records both stopwatch times, while the other operates the "plunger" at end of race. The stopwatch times are gathered and averaged by officials when determined needed as a backup to automated touchpad & plunger times. Lane timers report to head timer (usually positioned at each end of row of timers, carrying 2 running back-up stopwatches.) Head timer can request/arrange lane relief timer if temporary break is needed.

**Head Timers:** Similar duty times, usually no experience necessary, but one "Lead" Head Timer per session will need experience to run timers meeting (instructions to timers before session begins.) Must have at least one head timer positioned at one (or both) end(s) of each row of timers. Head timer starts 2 watches at every start, keeps one timing fastest lane (if extra) and other for backup to (trade out with) lane timer watches that didn't start. This position primarily requires attention to needs of lane timers. May need to assist to rotate relief timers through long sessions. Will supply lane timers with updated recording sheets from runners as needed. Reports to "Lead" Head Timer (as designated @ sign in). Collects timing equipment at end of meet, labeling any known malfunctioning watches with blue tape.

**Deck Marshals:** Usually 2-4 per session wearing bright orange vests, no experience necessary; before each session scan deck for safety concerns (see safety rules at Clerk of Course) and redirect spectators who should be elsewhere, then become relief timers after meet session is underway. Report to Clerk of Course then Head Timers.

**Awards:** Report to Awards Team Leader for supplies. Must be able to learn and follow a system that continues through meet, anticipating results delivery on printed stickers, then quickly and accurately marking awards according to correct place, and sorting by team for distribution ASAP (while coaches are waiting) at end of meet. Rush is primarily after results are supplied.

**Heat Sheet Sales:** Beginning 30 minutes before warm-ups, posts one copy of timeline at each pre-assigned location; set up volunteer check in or re-direction of volunteers to Clerk of Course; upstairs, set up table with cash box, punch cards (from Clerk of Course), heat sheets (when available), meet feedback forms, and any helpful signage. Begin selling heat sheets/punch cards during warm-ups. Supply heat sheets to customers presenting punch cards as become available. Assist to count punch cards sold, session heat sheets dispensed and keep cash count per swim session. Report supply needs or return excess heat sheet packets, as well as cash box with cash count & any completed meet feedback forms to Clerk of Course.

**Posting:** After meet underway, grab a masking tape roll and begin checking awards in-box for results copies to post in designated locations (coordinate with runner.) Maintain results walls throughout meet and assist cleanup at end. This job is likely to be combined or shared between heat sheet sales & runner.

**Runners:** Serve control room officials with collected lane timer results sheets (both ends of pool), deliver messages, results, awards stickers (as available) to & from control room, help maintain lane timer clipboards with recording sheets throughout meet. Also promptly deliver heat sheets & messages between copy room and officials or heat sheet sales (up & down stairs a lot @ KCAC!), as directed.

**Volunteer Coordinator Helper:** Maintains sign in/out of volunteers at meet, assists to provide job detail & supplies from stationary location, and directs incoming volunteers and questions as needed. May be asked to assist with heat winner award distribution at some meets. Supplied by Volunteer Coordinator.

**FOR THE FUTURE:**

**Hospitality Crew:** Helps prepare and serve meals and snacks for coaches and officials throughout a multi-day meet. No children to accompany. Shifts start early and stay late for transfer or cleanup. Some pre-meet food preparation (with team purchased food) is asked of those who work in hospitality. If your skills and talents are in this area, please see the hospitality lead in advance of meet job signups.

**Officials:** USA Swimming Certification required. Volunteers in this area are in charge of officiating starts, turns and strokes. Together, they insure that legal strokes are followed and the meet is operated according to USA Swimming rules. This specialized job is shared with all PNS teams, and is in high demand at this time.

Our team needs to recruit and train additional officials to run future SRST hosted meets. Please consider supporting swimming with a front row “seat” by becoming an official. In addition to the satisfaction of contributing to the sport, on behalf of PNS swimming and your team, your family volunteer hours will be “more than” credited with maintained certification, and you will be well fed!