



15622 Country Club Drive
Mill Creek, Washington 98012
office@WESTswimteam.com
425.379.8806

Swim Meet Volunteer Position Terms

Announcer - should be familiar with meet protocols and comfortable with public speaking.

Awards - organize ribbons/trophies. Print and adhere labels consistent with meet results. Sorts into team bags for distribution.

Clerk of Course - clerical position, responsible for overseeing meet administration and operations, advanced knowledge of swimming preferable. Experience required. Assists with awards when needed.

Computer Operator - operates swim meet software (Hy-Tek Meet Manager). Must be trained.

Computer/Timing System Assistant - assists both timing system and computer operators. Facilitates and organizes paperwork. Must be trained or training for either Operator position.

Timing System Operator - Operates timing system in conjunction with Computer Operator. Must be trained.

Concessions Chairperson - works closely with Hospitality Chairperson to coordinate, order and staff all Concessions Workers.

Concession Workers - works concession table to sell food, drink, heat sheets, etc.

Deck Marshall/Runner - enforces safety in the facility, including on deck and in locker rooms, posts results as they are released.

Event Tracker - Tracks heat and event numbers to be displayed at the meet (flip chart).

Head Timer - experienced timer, runs timers meeting, operates two stopwatches and provides backup coverage as needed.

Lane Timers - must attend timers meeting, responsible for operating stop watch and/or timing button and recording times on the timer sheet.

Meet Supervisor - sometimes combined with Clerk of Course, responsible for ensuring meet runs efficiently and smoothly. Handles any coach, spectator or coach issues that arise during the meet.

Pro Shop Sales - works to sell goggles, caps, suits, and other equipment or apparel.



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Set-Up/Dismantle Crew - transport items from WEST to meet site, typically Concession and Pro Shop Sales areas.