

Tiger Swim Meet Jobs and a brief description of each:

Announcing: At most age group meets, the function of an announcer is to state the facts (i.e. event, heat, swimmer's names, etc.).

Awards: Responsible for getting the award labels from the computer person, placing them on the awards and file to distribute to swimmers

Check-In: One pencil per person behind the tables. Older kids know what they're doing, just make sure they circle all the events they want to swim and initial by their name. Younger kids: ask what they're last name is and use the ruler to show them where to circle and initial. Anyone who wants to scratch they put an x through the event number and initial next to the number.

Colorado 5 timing System: Operates the Colorado Timing System and monitors timing or equipment errors. **Must learn/know system.** One person is an Assistant to the Operator with the intention of becoming an Operator. Organizes paperwork from Referee, Colorado Operator, race printout, Officials DQ, on the job training required.

Computer Running of Meet Manager: Meet administration team. These positions are for those who like working with computers and has great attention to detail. We will train!

Head timer: Responsible for ensuring there are the required number of timers on each lane; distributes and picks up watches and clipboard from each lane at the beginning and end of the meet; starts two watches at the beginning of each heat as back-up to lane timers. Hands out Tiger Tails to winners of each heat.

Facilities Maintenance: Keep deck and bathrooms clean; empty full trash/recycle cans, take to dumpster and replace with new bag on pool deck; check bathrooms and restock paper goods.

Food Pick Up and Prep: The night before the meet you pick up the supplies from the snack bar to prep for delivery the morning of the meet. May include baking potatoes, cutting bagels, buying ice, wrapping muffins etc. This position is both nights (Friday and Saturday). Keep any receipts for reimbursement.

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Hospitality: Assists Hospitality Lead by working Hospitality during the meet. Preparing snacks, and lunch to deliver to official and coaches.

Meet Marshalls: Make sure First Aid Kit is stocked and placed in a known location; must wear orange vests during shift; day of meet review any special areas of safety concerns; collect vests and first aid kit and store for next day; keep pool and pool deck safe during competition (watch for children playing in bleachers, running on deck, etc.).

Meet Set-Up: FRIDAY NIGHT: Transport technical and deck equipment; coordinate with designated Colorado Timing person and technical equipment group; organize set up of tables, chairs, and tarps for Snack Bar, Hospitality, Check-In, Admin; organize set up of chairs and tarps for the timers area, speakers for officials, outlets and other related equipment as needed; direct loading of equipment into trailer at Tear Down.

Meet Take-Down: SUNDAY AFTERNOON: Set up all equipment prior to and day of the meet as directed; take down all equipment on final day of meet to store, dry and clean, for the next meet.

Officials: Must be certified.

Runners: collect time sheets from the lanes after each event and give to computer entering people; post heat sheets on the posting boards as Admin staff prints them; post final results on the posting board and results binders; remain in admin area unless otherwise instructed by officials due to time sensitivity of this job; additional instruction can be given on the day of the meet if needed.

Snack Bar Cleaning: clean out and disinfect snack bar and refrigerator prior to set-up.

Snack Bar BBQ: should know how to BBQ: preparing either pancakes, sausages, hamburgers, hot dogs, etc.

Zone 2 Meet Equipment Rental "Pickup and drop off": Tiger rents the Timing system from Pacific Swimming for each meet. The equipment is currently stored in a trailer at Affordable Storage in Pacheco, California. Zone 2 equipment is managed and maintained by the Zone 2 Equipment Committee.

