**Volunteer Positions:**

**STARTER (only for away meets and Time Trials)- Must have attended training to be a starter**

This is the person who starts each race with the buzzer. The starter will announce the event, heat, stroke and distance. Then he/she will say, "Swimmers take your mark" and sound the buzzer. Swimmers cannot move after they have taken their marks until the buzzer sounds. The starter must attend a CNSL training clinic each season.

**REFEREE (only for home meets and Time Trials)- Must have attended training to be a Referee**

The home team is responsible for supplying the meet referee. The referee has full authority over all the officials and will assign and instruct them before the meet. The referee will also resolve all matters relating to the conduct of the meet. The referee may double as the starter or a stroke and turn judge, but should have at least one season’s experience as an official.

**STROKE AND TURN JUDGE- Must have attended training to be Stroke and Turn Judge**

These people are specially trained to determine whether a swimmer is swimming a particular stroke correctly, initiated a proper turn and finished correctly. When a swimmer makes a mistake, these people try to tell the swimmer what needs to be worked on to correct the problem. Coaches should be consulted for clarifications. Stroke and Turn Judges must attend a CNSL training clinic each season.

**CLERK OF COURSE**

This is a key position at every meet. Each team has its own Clerk of Course. All swimmers must check in with the Clerk as soon as they arrive at a meet. The Clerk gives out the event cards to swimmers so that times can be recorded. The event cards have the heat and lane numbers on them so the swimmer will know where to line up to swim. Be sure to watch the sign at the Clerk area that tells swimmers when to pick up their cards. Announcements may also be made by the starter telling swimmers to pick up their cards from the Clerk of Course. Six and Under swimmers will have a "Pied Piper" to assist them. Swimmers must pick up their own cards (parents or other swimmers should not). All relay members should be present together to pick up their cards. We try to have a parent in charge of each relay for the younger swimmers.

**TIMERS**

Timers (2 for each lane) are always at the finish end of the pool. Events of 50, 100 or 200 yards always begin and end with the timers at the deeper end of the pool. The 25-yard events begin at the deeper end and finish at the shallow end. This means that the timers must switch ends for the 25-yard distances. In each lane, the timers' watch times are averaged by the scorers so that swimmers receive their official time and can then be ordered for placement.

**HEAD TIMER**

The head timer is responsible for recruiting timers for all meets and supervising timers at home meets. The head timer normally times each event as a backup timer so that if a timer misses a start, the head timer can fill in for that race. If no one needs a back-up time, then the head timer generally times the fastest swimmer.

**SWEEP JUDGE**

Each team supplies one sweep judge for each meet. This person sits on one side of the finish end and calls out the lane numbers by order of finish for each heat. This job takes some time to become experienced and proficient.

**SWEEP RECORDER**

This person sits next to the sweep judge and records the lane numbers in the order the sweep judge calls them out. A runner will then pick up the sweep sheet and take it to the scorers’ table at the end of each heat.

**SCORERS**

Each team provides at least 2 scorers for each meet. These persons will use the timers’ times and the sweep sheets to determine the official order of placement for all events according the CNSL Scoring Instructions. The job involves averaging times and recording the official results.

**RIBBON WRITERS**

Each team is assigned a table for their ribbon writers. Most teams have at least 4 ribbon writers per meet. The home team is responsible for pre-writing (or applying labels) some of the information (meet name and date, event name, age group, and sex) and organizing the ribbons prior to the meet. The ribbon writers will then take the event cards from the scorers, which have the official placement noted on them, and fill out the items on the ribbon label (name, time and place).

**HEAT WINNER RIBBON DISTRIBUTOR** **(only for home meets)**

The person will stand at the finish end of the pool and give the winner of each heat a heat winner ribbon.

**SIX AND UNDER PIED PIPER**

The Pied Piper assists in getting the six and under swimmers gathered so that she can pass out the event cards and line the swimmers up on deck. Parents are asked to pay attention so that their swimmers do not scatter too far. The Pied Piper will be getting the swimmers for the Freestyle events during the Medley Relays, for the Backstroke events during the Free, and for the Free Relays during the Breaststroke events.

**DECK COORDINATORS**

These persons stand on the starting end of the pool (look for the blue tent) and assist the swimmers in lining up in their proper heats and lanes. They may consolidate heats when there are empty lanes.

**RUNNERS (only for home meets and Time Trials)**

At the beginning of each heat, these persons will take the event cards from the swimmers or Deck Managers and “run” them to the proper timers on the opposite end of the pool when events are only one length of the pool. They will then pick up the finished event cards from the timers and the sweep sheets and take them to the scorers’ table at the end of each heat. It is recommended that at least 3-4 persons be available for this job, as it gets very hectic.

**CONCESSIONS WORKERS (only for home meets and Time Trials)**

These persons will set up sell refreshments at the Team Snack Bar during home meets and Time Trials. Most people work 1-2 hour shifts; so many workers are needed. The Concessions Coordinator is responsible for overseeing the setting up of the Snack Bar and purchasing food items. The proceeds from the Snack Bar are used to purchase items needed to run the team and awards.