**Volunteer Positions and Requirements (revised 5/30/16)**

**H = Home V = Visitor**

**Bullpen**

**H-4**, V-(per visiting team)

Bullpen volunteers organize the swimmers into their heats based on event order. The volunteers will assist swimmers with marking their events on their arm (the littles need help with this,) locating swimmers when it’s time to line up for their heat (important to keep swimmers in the bullpen during the meet) and making sure the heat participants are handed over to the lane loaders in time for their event.

**Lane Loaders/Block Workers**

Either **H - 2**, V - 2 (for 4-lane) or **H - 3**, V - 3(for 6-lane)

**Starter Assistant**

**H - 1**

Each home team provides a starter assistant. This person is often the event announcer.

**Timers**

Either **H - 6**, V - 6 (for 4-lane) or H - 9, V – 9 (for 6-lane)

1.5 timers per lane (giving three timers per lane, four lane pool each team provides 6 timers, six lane pool each team provides 9 timers) Lanes 1, 3 and 5 (for 6 lane pools) are home lanes. Require H-1 and V-2 per lane. Lanes 2, 4 and 6 (for 6 lane pools) are visitor lanes. Require H-2 and V-1 per lane

**Runners**

**H-1**, V-1

Take completed time sheets from timers in the lanes and run them over to the scorekeeper.

**Sheet/Card Judge**

**H - 1**, V - 1

Each team provides one card judge to verify any time discrepancies, circle middle time, puts the event sheets in lane order for computer entry

**Computer Entry (Scorekeeper)**

**H - 1**, V - 1

Each team provides one computer entry worker. One reads name and time and the other enters times, both verify time is entered correctly

**Concessions**

**H - 8**

Home team provides all

Each home team provides any needed concession stand workers for meet

**Take-down/Cleanup**

**H - 3 to 4**

Home team provides all

All duties immediately after meet is over

**Set-up**

**H - 2 to 3**

Home team provides all

All duties 1 hour before meet warm-ups