

HOME MEET VOLUNTEER POSITIONS

ILLINOIS VALLEY SWIM TEAM

LEVEL 2 OFFICIAL	(2+) – The Level 2 Official is responsible for the areas of Referee, Starter and Chief Judge. In order to become a Level 2 official an official must have officiated a minimum of 8 sessions as a certified Level 1 swim official. A Level 2 Official must have completed the necessary training course and possess the necessary documentation to serve in this capacity.
LEVEL 1 OFFICIAL	(2+) The Level 1 Official is responsible for the areas of stroke and Turn Judge, Relay Take-off judge, place judge and timer. In order to become a Level 1 official an official have completed the necessary training course and possess the necessary documentation to serve in this capacity.
ADMIN OFFICIAL	(1-2) The “Administrative Official” is one who reports directly to the Referee (or Administrative Referee) and may supervise/direct the following positions on the of the meet <ul style="list-style-type: none">• Entry and Registration Personnel• Bull Pend Coordinator• Timing System Operator• Scoring Personnel• Timing Judge• Meet Management Software (Hy-tek, Touchpad, etc) Operator
MEET MANAGEMENT SOFTWARE OPERATOR	(1-2) A minimum of one person is required during a meet to operate the Colorado Timing System. This position is responsible for ensuring the proper operation of the touch pad and plunger system as well as the scoreboard. This position works in conjunction with the Admin Official, in the computer room, to ensure proper recording of times and proper scoring of events.
TIMERS	(16) 2 timers per lane are needed to run a meet. Timers are essential for the meet. When the Starting Official signals the start of the race the timer is required to start their stop watch. The timer then watches the swimmer in their assigned lane and as the swimmer approaches the finish the timer is responsible for stopping their stop watch as well as pressing a plunger button when the swimmer touches the wall.
BACKUP TIMERS	(2) 2 backup timers are used during a meet. These individuals will start their stop watches at the start of each race and in the event that a timer does not start their watch or a watch malfunctions the backup timer will step in for the timer in the lane assigned.
TIMER RUNNER	(1) a runner is needed during a meet. This person collects timer sheets for each event/heat and provides them to the computer room for verification.
RESULTS RUNNER	(1) A person is needed to take results from the computer room, when provided, and post the results in the designated area.
EQUIPMENT SETUP	(2+) The pool equipment must be set up prior to the meet. The equipment includes touchpads, starter system, plungers, speakers, lane ropes, necessary equipment wiring, bullpen speakers, TVs and other necessary equipment to run a meet.
BULLPEN	(4) Individuals are needed to ensure a well organized bullpen. These individuals ensure that swimmers are in proper order by lane assignment for each event for a set range of age groups. Two individuals will assign the swimmers to the proper chairs, another will

take the swimmers from the bull pen area to the holding area (Therapy Pool) and the next person will hold the groups there and release them to the pool deck at the appropriate time to get them aligned in the correct lanes just prior to their events.

- SETUP/BREAKDOWN** (6+) A group of volunteers are needed to setup up various tables such as concessions, volunteer check in, swimmer check in, set up chairs in the bullpen, put down tarps in the team area and in the bull pen and other necessary set up prior to the start of the meet. These individuals are needed to then put these items away at the conclusion of the meet along with ensuring team areas are properly picked up.
- CONCESSIONS** (2+) Individuals are needed to prepare and provide items to individuals purchasing items from the team's concession area.
- CASHIER** (1-2) A person(s) is needed to collect funds from person purchasing items from concessions. The person will provide a total and the funds to the Parent Advisory Board Treasurer at the end of the meet and ensure that all tabs have been settled by the end of the meet.
- HEAT SHEET COPIER** A person is needed at the beginning of the meet to make an appropriate number of copies of the Heat Sheets for the meet. This role is generally combined with the Results Runner.

PLEASE NOTE: SOME OF THESE POSITIONS MAY BE COMBINED. THESE POSITIONS ARE NECESSARY TO RUN A MEET AND MAY REQUIRE YOU TO WORK THE ENTIRE MEET.