



Summer 2022 Meet Volunteers

This year we have 5!! home meets. We need a TON of volunteers to make these 5 meets a success. **One swim meet requires over 60 combined volunteers to be run successfully. We need each swim team family to support the swim team by volunteering to work at least 5 meets.**

The “lead” positions can be shared, and a lead must be present at each applicable meet (i.e. no set up lead necessary for away meets).

Referee (Lead)* – The head official at a swim meet in charge of all meet administration and decisions. Directly oversees Stroke and Turn and Starter. Need two to alternate home meets or one who can be at all home meets.

Stroke and Turn Judge* – One of 4 officials positioned on each side of the pool. If this official sees something illegal in a swimmer’s stroke or turn, the official records the observation on a Disqualification (DQ) card. Need two per meet - home and away.

Starter* – The official in charge of signaling the beginning of a race and insuring that all swimmers start legally. Coordinates with Head Timer and Clerk of Course. Need one per home meet; ideally would like no more than two qualified people to alternate.

Head (Lead) Timer – Coordinates and recruits lane timers for each meet. Assigns lanes and teaches volunteers how to use stopwatch. Serves as back up timer. Directly oversees Timers. Need two leads to alternate home meets or one who can be at all home meets.

Timer – Work as timer in assigned lane and record swim times on meet cards. Need minimum 9 timers per meet – home and away. Great way to see swimmers race.

Data (Lead) Entry – Works entire meet entering both teams' swimmers' times in database. Must be accurate and not afraid of a computer. Oversees Ribbon Writers & Scorers. Need two leads to alternate meets – home and away.

Scorer – Work during entire swim meet at score table sorting time cards, calling out times to data entry, recording swimmers' place.

Ribbon Writer – Work during entire swim meet at ribbon writing table writing swimmers' times on preprinted labels and affixing to ribbons.

Head (Lead) Clerk of Course – A critical official who coordinates with the coaches and swimmers from BOTH teams to line up each swimmer by event and lane according to the meet sheet. Oversees Runners & coordinates with Assistant Clerks. Need two leads to alternate home meets or one who can be at all home meets.

Runners – Need four per home meet – 2 for first half, 2 for second half. Runs entry cards from swimmer to timers, and timers to scorer. Picks up DQ slips from stroke and turn judges to ref to scorer. Must be able to work at fast pace – JOG or RUN as needed to keep pace of meet going.

Clerk of Course Asst. – Need one per home meet and two per away meet to help swimmers line up, give them entry cards, and assist w/ chair rotation.

Clerk of Course Herder – Need two per meet – home and away - to gather swimmers for upcoming events and keeps them lined up until Asst. Clerk lines them up.

Concession (Lead) Chair – Home meets only. Coordinate concession volunteers for meets. Determine food/drink needs, make purchases for items not donated, establish prices, provide price signs, makes sure there is petty cash, sets up prior to meet, submits receipt for reimbursement. Oversees Concession volunteers.

Concession – Home meets. Work concession stand, make coffee, handle cash, set up & break down concessions. Distribute water to volunteers during meets.

Meet Set Up (Lead) – Home meets. Fridays at 7:15 pm and Saturdays at 6:45 am. Responsible for complete deck set up including line up chairs, spectator area, visiting team area, clerk tables, starting table, running and taping electrical cords, testing equipment, hanging signs, etc. Responsible for considering weather and altering set up schedule as needed for weather. Need two leads to alternate home meets or one who can be at all home meets. Oversees other set up volunteers.

Asst Meet Set Up – Need two additional people for each home meet to assist with set up.

Meet Clean Up (Lead) – Home meets. Saturdays at 11:00 am. Need two people to put deck back in order, put away swim team supplies, take down signs, pull up tape, unplug cables, and other cleaning up as necessary.

* Requires Stroke and Turn, Referee, and Starter clinic – approximately 3-hour clinic TBD.

All Lead positions will be taught.