**Set-up/Take Down:** The pool deck makes a significant transformation the morning of a meet.

* Arrive at 5:30 am.
* Move deck chairs to the spectator sides of the pool.
* Set up clerk of course, concessions, awards and announcing stations.
* Move bleachers from the softball diamonds to the deck.
* At the end of the meet everything must be returned to their original locations.
* Clear the deck of all trash and lost and found items

**Timers:** Times use a stopwatch and/or lane plunger to record official athlete times. Accuracy and attention are very important.

* Arrive at 7:30 am.  Timers meeting is held at start end of pool
* All stopwatches and time slips, clipboards, pencils are provided for your use.
* Move to the opposite end of the pool for the 8 & under events.
* Manually record the time from both lane timers on appropriate slips to be picked up by the “runner.”
* Return equipment to Head Timer at end of the meet.
* You will get splashed so wear appropriate clothing.

**Clerk of Course**: The clerk of course is where all 10 & under swimmers gather before each of their events to be sorted into the correct heats and lanes.

* Arrive by 7:30 am to the pool deck area directly west of the diving well, nearest to the tennis courts.
* It is your job to consult the heat sheet and place swimmers in chairs according to event, heat, and lane, and then to escort them by heat to the blocks for their races.
* You will always be able to leave your post to watch your own child swim.

**Concessions:** The concessions are where food and drink are sold. Volunteers will organize and prepare concession stand as well as sell food, drink, swim caps, or heat sheets during the meet. Concessions volunteers meet in the concession area.

* Concessions is broken into two shifts. The early shift helps with setting up and the later shift helps with taking down. Both shifts have time spent doing sales during the meet.
* Concessions volunteers work with money and make change.

**Scoring / Officiating**: This is the team that manages the technical side of a meet. Some additional training is required – but we would love to get you started!

* Send an email through the team web page for more information or talk with any of the “white shirt” officials on the pool deck during a meet.