

MEET VOLUNTEER JOB DESCRIPTIONS

*denotes “on deck” jobs

***HEAD CLERK OF COURSE** - Clerk of Course is located under the Clerk of Course tent and is where the swimmers line up in order of events before going to the starting blocks.

Oversees clerk of course tent by assigning volunteers specific duties and makes certain swimmers are lined up properly.

***CLERK OF COURSE VOLUNTEER**

Places swimmers on benches in order of event, heat and lane.

Escorts swimmers from clerk of course tent to poolside seating for their event.

Brings swimmers to tent.

Helps keep order under tent.

SCORERS TABLE

Receives timer sheets from runners.

Averages times and passes timer sheets to computer entry person.

Places printed labels onto ribbons and files ribbons in swimmer's folders.

COMPUTER ENTRY - training required

Sets up computer for race.

Enters swimmer's times into computer and prints labels.

Prints final results sheets.

CONCESSIONS

Helps set up and sell fundraising items and concessions during meet.

***RUNNER**

Collects lane timer sheets from timers and delivers to scorers table throughout meet.

***HEAT RIBBON**

Awards the heat ribbon to the winner of each race.

***HEAD TIMER**

Holds and starts two stopwatches for each race and provide backup watches for lane timers in the event their watch does not start.

***TIMER**

Stands at the end of the pool and times each race.
Writes each timer's time down on lane timer sheets.

***RELIEF TIMER**

Fills in for timers throughout meets for restroom and food breaks.

***STARTER** - training required

Announces and starts events.

***REFEREE** - training required

Manages the flow of the meet.
Oversees stroke and turn judges.
Liaison between coaches.

***STROKE AND TURN JUDGE** - training required

Evaluates proper stroke technique of swimmers during meets.
Fills out disqualification slips and early start slips if necessary.

MEET MERGE - occurs on Monday nights before home meets

Assists Meet Merge Manager with preparing cards and heat sheets for meets.

PARKING - morning of home meets

Sets up parking area with tape and signs.
Directs traffic to make parking efficient.

SHADE DADDY/MOMMY

Assists with setting up for home meets the night before the meet.
Involves putting up tents, benches, tape, backstroke flags and moving pool furniture.
After afternoon meet, helps take down tents, move benches and pool furniture.

***REFRESHMENT RUNNER**

Passes trays of snacks and water to volunteers during meets.

Families with only morning swimmers are **required to fulfill 3 MEET jobs**. Families with swimmers in both morning and afternoon meets are **required to fulfill 4 MEET jobs**.

Please call us with questions or concerns!

Melissa Ericson - Afternoon Meet Director 615-838-8797

Lisa Lowery - Morning Meet Director 615-476-4070

Laura Douglas - New Parent Mentor Mom 615-630-5471

