

Volunteer Job Descriptions

**Head Clerk of Course:** (AM Only) Clerk of Course is where the swimmers line up in order of events before going to their starting blocks. The HCOC oversees the COC by assigning volunteers specific duties and making sure swimmers are lined up properly and on time. (3 points)

**Clerk of Course:** Places swimmers on COC benches in order of event, heat and lane. Escorts swimmers from COC tent to their blocks. Helps locate swimmers and keeps order in COC area. (2 points)

**Head Timer:** Holds/starts timing devices during each race, providing backup in case a timer’s device doesn’t start. (2 points) *Home Meets Only*

**Timer:** Stands at the end of the pool and times each race. (2 points)

**Relief Timer:** Fills in for timers throughout meet for restroom and food breaks. (2 points)

**\*Stroke and Turn:** Evaluates proper stroke technique of swimmers during meets. Fills out disqualification (DQ) slips as necessary. (3 points)

**\*Stroke and Turn Relief:** Fills in for stroke and turn volunteers throughout meet for restroom and food breaks. (3 points)

**\*Scorekeeper:** Oversees coordination of timers’ devices (iPods and stopwatches). Makes sure accurate times are entered in iPad through Meet Central program. (3 points) *Home Meets Only*

**Scorekeeper Assistant:** Sits at scorekeeper’s table and assists him/her as needed. (2 points)

**Hospitality Coordinator:** Plans, purchases, and organizes refreshments for volunteers working meets (3 points) *Home Meets Only*

**Hospitality:** Passes trays of snacks/refreshments to volunteers throughout meet (2 points) *Home Meets Only*

**Heat Winner Ribbons:** Awards a heat ribbon to the winner of each race. (2 points) *Home Meets Only*

**DQ Runner:** Takes DQ slips from stroke and turn judges to scorekeeper’s table (2 points) *Home Meets Only*

**Timer Runner:** Collects sheets from stopwatch timers in each lane and takes to scorekeeper’s table (2 points) *Home Meets Only*

**Whiteboard:** Writes event number on white board as the meet progresses to be easily seen by onlookers and swimmers. (2 points) *Home Meets Only*

**\*Referee:** Manages flow of meet. Oversees stroke and turn judges. Liaison between coaches. (3 points) *Home Meets Only*

**\*Starter:** Announces and starts events. (3 points) *Home Meets Only*

**Concessions Coordinator:** Purchase, organize and manage concessions stand at home meets. (3 points) *Home Meets Only*

**Concessions:** Sell concessions at stand during meet. (2 points) *Home Meets Only*

**Morning Parking:** Set up and direct traffic to make parking efficient. (1 point) *Home Meets Only*

**Set Up Captain:** (Night before meet) Coordinates and oversees setup for home meets the evening before the meet, including tents, benches, pool furniture, parking, etc. (3 points) *Home Meets Only*

**Set Up Crew:** (Night before meet) Helps set up before home meets the evening before the meet. (1 point) *Home Meets Only*

**Take Down Captain:** (Afternoon after meet) Coordinates and oversees take down after home meets following the conclusion of the afternoon session. (3 points) *Home Meets Only*

**Take Down Crew:** (Afternoon after meet) Helps take down following home meets. (1 point) *Home Meets Only*

**Place Ribbons:** (At home after meet) Puts stickers on the backs of place ribbons and files them in swimmers’ folders to be ready. (1 point)

**City Championship Meet Coordinator:** Organize treat bags, volunteers, tent set up, award collection for City Championship Meet. (4 points)

**City Championship Meet Volunteer:** Fill various needed positions for City Championship Meet (COC 2 points, Timers 2 points, Stroke and Turn 3 points)

**Social Coordinator:** Helps organize social events throughout season including Ice Cream Social, Thrilling Thursdays, Age Group Socials. (4 points)

**Awards Social Chair:** Plans end of the season awards. (4 points)

**Age Group Socials:** Plan and carry out social for individual age groups. (1 point)

**Fourth of July BBQ Coordinator:** Organizes and oversees the annual July 4th BBQ fundraiser. (4 points)

**Coaches Planning Lunches:** Bring coaches lunch on the days they are planning for meets. (1 point)

**Championship Coaches Family Meals:** Coordinate meals for Fleet and Hastings families during Championship Meet. (1 point)

***EACH FAMILY MUST EARN 6 VOLUNTEER POINTS DURING THE SEASON*.**