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| Each family is required to volunteer in some capacity at all meets this season.  Below is a description of each position.  **Meet Officials:  These positions require training from the League.  Training dates are posted and available at www.swimodsl.com.****Referee (1)**:  Position provided by the hosting team.  This is the senior official responsible for the overall conduct of the meet and for all other officials at the meet.  The referee is required to be at the meet at least 45 minutes prior to the start and remain until the end of the meet.  (This person must be certified Stroke & Turn and certified Referee by Old Dominion Swim League) This person represents the meet not the team.**Starter (1):**  Position provided by the hosting team.  This person is the next most senior official, responsible for starting each race.   The starter is required to report to the Referee upon arrival and be at the meet at least 30 minutes prior to the start and remain until the end of the meet.  (Good position for someone knowledgeable about swimming and how meets are run.  This person needs to be focused on the meet.)**Stroke & Turn Judges (4):**Two people from each team are present at each meet.  These people ensure that the swimmers use the proper stroke technique and that all turns and finishes are legal.  If a swimmer fails to swim the proper stroke or performs an incorrect turn/finish it is the Stroke & Turn Judge to disqualify the swimmers time.  The judges are required to report to the Referee upon arrival and to be at the meet at least 15 minutes prior to the start and remain until the end of the meet.  (Good position for someone knowledgeable about swimming strokes and techniques.  This person needs to be totally focused on each event.) **Meet Prep Positions:  The duties of these positions are prior to the meet starting.****Set-up (4):**  Set up home meets.  This includes setting up team areas and the observation area as well as putting up lane lines and backstroke flags.  These people will need to arrive at least 1 hour prior to the start of the meet for Wednesday meets (ie 4:00 pm) For Saturday meets; they should arrive Friday night at 7:45 PM to set up.   They will also be expected to arrive at the pool on Saturday morning by 7:30 AM to set up the few items that could not be set up on Friday night.   (Good position for someone who would like to sit back and enjoy the meet while it is in progress and would not have a problem getting to the meet early.)Friday Night* Move chairs (set up clerk of course/team area/3 heats behind lane lines)
* Set up tables
* Set up lane lines and flags
* Remove water from the basketball hoop and move it to the closest corner
* Set up electrical cord for score table
	+ Place lane markers (laminated sheets & marked trash cans)

Saturday Morning* Help carry in equipment for the score keeping table and concession tables if needed

Wednesday Evening Meets* Do all of the above (Friday & Saturday)

 **Meet Day Positions:  These are day of the meet and cannot run without volunteers in these positions.****Data Entry (2):**This person will sit at the computer during the meets.  These people input event results and DQ information for all swimmers into the computer at the meet.  The 1st – 6th place times for each event is calculated by the computer.  They also print the score, meet results and ribbon labels for all the ribbons.  (This position requires a minimum amount of training.)**Ribbon Writer (2):**  This person puts labels on ribbons and distributes them to the away team if we are home or collects them from the home team if we are away.  They are also responsible placing the ribbons in the appropriate family folders the day after the meet (this includes transporting the ribbons from away meets).  This person’s job will start after the first event is completed.  They do not have to arrive early for the meets, but may have to stay a little past the end until all of the ribbons are labeled.  (This is a good position for someone who might not be able to make it to the meets on time, but is able to stay a little late.)**Runners (3):**These positions are provided by the hosting team.  They collect the timesheets from the timers after each event and deliver them to the computer table.  They will also collect DQ slips from the Stroke&Turn Judges and deliver the slips to the Referee and finally to the computer table.  These people must be at the meet at least 15 minutes prior to the beginning of the meet and remain until the meet is completed.  (This is a good position for someone who wants to get some exercise at the meets and is a fast walker.  There is little preparation required, but it will keep you busy.)**Concession Stand (2):**These people will set up, operate and clean up the concession stand at home meets. Instruction will be give by the committee chair.  This position requires arriving at home meets at least 1 hour prior to the start of the meet and remaining until the concession area is cleaned up.  There may also be a Costco run required.  (Good position for someone who might have younger children who could stay with them while they work.) **Clerks of Course (2):**  These people will check in swimmers upon arrival at the meets.  They will also place swimmers in their proper event, heat and lane assignments prior to swimming their event.  There will be a Head Clerk of Course and one additional volunteer from the home team and one additional volunteer from the away team.  Those volunteering for this position must arrive at the meet at least 30 minutes prior to the start of the meet and must remain in the Clerk of Course area until the swimmers are set up for the last race.  (This is a good position for someone who is good with names and faces or who knows or wants to get to know a lot of the swimmers.)**Head Timer (1):**This position is provided by the hosting team.  This person is responsible for the distribution and collection of stopwatches at each meet.  Review the responsibilities with the Timers and assigns Timers to each lane at all Home Meets.  Keeps back-up times in case on of the Timers has a problem with their stopwatch.  During away meets we will have one person assigned to the position of Head Timer for the ViperFish who will be responsible for the distribution and collection of the ViperFish stopwatches.  The Head Timer is required to be at the meet at least 30 minutes prior to the start and remain until all stopwatches have been collected.  This person is also responsible for the stopwatches until they can be returned to the ViperFish storage area at our home pool.  (This is a good position for someone who is organized and can be at the meets early and stay a little late)**Timers (12):**There are three timers required per lane.  One of the timers assigned to each lane will be the Head Lane Timer and will verify the name of the swimmer and record the three times on the swimmer’s timesheets.  The other two timers are responsible for timing each swimmer assigned to their lane.  Timers will start their watches when sighting the flash of the strobe used for starting the race.  If there is no visible flash, then timers will start on the sound of the starting device.  If the watch malfunctions, the timer will raise their hand and the Head Timer will switch watches with that person.  The watches are stopped when any part of the swimmer touches the wall of the pool.* Home Meet Timer Assignments
	+ 2 timer for Lanes 1, 3 & 5
	+ 2 timers for Lanes 2, 4 & 6
* Away Meet Timer Assignments
	+ 1 timers for Lanes 1, 3 & 5
	+ 1 timer for Lanes 2, 4 & 6
* Head Timer – backup timer

Timers are required to be at the meet at least 15 minutes prior to the start and remain until the end of the meet and their stopwatch has been turned in to the ViperFish Head Timer.  (This is a good position for someone who is new to swimming.  It allows the person to watch the swimming events without having to judge them.  It also requires no preparation.)Additionally, one timer from each lane with be given Heat Winner Ribbons to distribute.  This person is responsible for determining who won the heat and distributing the heat winner ribbon if that winner happens to be in your lane.  This position is not concerned with DQs of swimmers. **Clean-up (4):**These people will need to put away the lane lines and backstroke flags; return all chairs, tables and lounges to their daytime positions and clean up any remaining litter in the pool area.  These people need to be at the meet when it is over and remain until the pool area appears as it did prior to the meet.  There will be a schematic of the pool provided.  (Good position for someone with small kids who would not be able to watch them during the meet or for a person who might have a problem getting out of work on time.)  |
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