

Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some of the positions do require attending special training sessions and some positions are better suited for our more experienced swim parents (starter and stroke & turn judges for example). If you are brand new to the summer swim league, the jobs of timer, runner, set up, take down are good places to start.

ANNOUNCER: Announces first, second and final calls for each event. Works closely with the starter to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers. Reads Buxmont code of Conduct before the meet starts and organizes kids/volunteers to sing National Anthem or has the DJ play a version over sound system. Good idea to have volunteers practice/demo it for you before you let them sing/play it live. *Training is required for this position.*

STARTER: Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. He/She shall be the sole judge of FALSE STARTS and all false starts shall be restarted. *This individual must be trained for this position.*

STROKE & TURN JUDGE: Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke. *Training is required for this position (a training clinic is scheduled prior to the first meet of the season).*

RELAY TAKE OFF JUDGE: Required for relay events. One exchange judge from each team shall be positioned at the corners of the pool and be responsible for observing exchanges. *Training is required for this position (a training clinic is scheduled prior to the first meet of the season).*

HEAD Volunteer Coordinator: Organizes and briefs the Lane Timers on their duties prior to the meet and is in charge of the lane timers throughout the meet. *Previous experience required for this position.*

LANE TIMERS: Records the swimmer's time. Each timer is provided a Dolphin timing system device and simply requires you to press 1 button when the swimmer touches the wall. This job gives you the best view of the pool and the swimmers during their races.

READY BENCH: They are the key to keeping a meet on schedule. Responsible for lining up the swimmers by event, heat and lane; and getting them to the starting blocks in the correct order

and on time. This job gives you the chance to see your swimmer immediately before his/her event. *This position is **not** recommended for parents new to swim team.*

RUNNER: Responsible for obtaining the completed finish judge slips and DQ forms for each race from the timers and judges. The slips and DQ forms are delivered to the scoring table. The job title is very descriptive. This job keeps you moving around at the poolside and the time passes quickly.

SCORING Table: Assists the computer table paperwork, reviews the order of finishes and verifies the computer results. With this job, you see the race results before anyone else!

HEAT Awards: Distributes to the winner of each individual event heat and awards that swimmer a goodie bag.

DJ / Hot Heat Music: Plays appropriate music for kids / family event that is upbeat. Music is played during Hot Heats, warm up and any time there is a delay or a need for general entertainment. No bad language. If you own a bluetooth enabled device and can create a good upbeat positive playlist that is a plus. If not we can provide the device that you can use. Works very closely with the Announcer and has to pay attention to Starter as to not to interfere with meet. Has a version of the National Anthem ready to play in case there are no kids/volunteers available to sing/play it.

SET UP: Sets up the pool area for the swim meet. Moves deck chairs, sets up canopies, announcer stand and ready bench, and hanging backstroke flags. Also helps with bringing PA Speaker system out prepped for set up.

CLEAN UP: During the last few minutes of a meet the crew begins taking down and storing items in preparation for vacating the pool immediately after the meet. Moving all tables and chairs to their original positions, putting down umbrellas, moving ready benches back, and trash pick up. We need to leave Menlo Pool just as it was when we arrived.