

Swim Meet Volunteer Positions & Descriptions

<i>Position</i>	<i>Description</i>
Clerk of Course	Responsible for all of the paperwork at the meet prior to the swimmer's event. The clerk seeds each swimmer in each event to a heat and lane according to their submitted entry time. Swimmers report to the clerk prior to their scheduled event to receive a time card with their heat and lane assignment for that event. The Clerk is always in need of volunteers to help hand out event cards, get swimmers in their proper order, and walk young swimmers to their assigned lane at the start of their event. Clerk of Course requires training at the league certification clinic; assistants do not require training.
Scorer	Receive time cards from runners and determine the official time. Verify the each events computer results.
Ribbons	Place the labels with names of the swimmers on their ribbon after each event.
Official	Stroke and Turn Judges are responsible for ensuring swimmers comply with the rules relating to each stroke/turn. Minimum of four required for each meet. Officials are encouraged to complete training prior to the season.
Referee	Referees and Starters are volunteers with at least 2 - 3 years' experience as Stroke and Turn Judges. One each per home meet, one each as backup for

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	away meets. Stroke and Turn Judges, Referees, and Starters require training at the league certification clinic.
Timer	Most parent volunteers as start timers. The only skill or knowledge required is the working of a stopwatch. The most important single statistic at a swim meet is the time a swimmer achieved during their race. This is also the "best seat in the house" - right at the finish! It depends on the size of the pool (how many lanes) but generally 18 lane timers and 1 head timer per team are needed at each home meet; 12 lane timers and 1 head timer per team at away meets.
Recorder	Record the swimmer's time (as reported by the lane timers) on the card at the completion of the race. In addition they ensure the right swimmer is in the correct heat and lane before the start. There is one recorder is required per lane (usually seated).
Runner	Collect time cards from the recorders and deliver them to the scorers after each heat.
Concessions	Set-up, sales, and cleanup of the concession area.
Concessions Fri Eve Food Prep	At the direction of the hospitality/snack bar team lead, prepares food or homemade baked

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	goods. Turn in by 7:00 am each day
Concessions Fri Eve Set Up	At the direction of the hospitality/snack bar team lead, pre-stages supplies, food & drinks to facilitate snack bar set-up.
Concessions Runner	Performs tasks as directed by the hospitality/snack bar team lead.
Concessions Set Up	Sets up concessions prior to the start of the meet.
Concessions Take Down	Take down concessions begins at the end of meet.
Announcer	Call swimmers to the Clerk of Course area; provide periodical score updates & other required messages.
Computer Operator	Responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. The biggest part of this job is done the week prior to a swim meet; getting all meet entries entered into the computer and printing event cards for the Clerk of Course. The computer operator always needs a volunteer or two on the day of the meet to help enter event results.
Heat Ribbons	Stands poolside and awards heat ribbons to each heat winner. An exciting and very satisfying position.
Marshal	Controls traffic flow in and around the pool deck to prevent injury or

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	interference with meet operations.
Trash	Empty trash cans and carry trash bags to dumpster throughout the swim meet.
Set Up	Prepare the deck for the meet beginning when the pool closes to the public on Friday night. Everyone is welcome and encouraged to help.
Take Down	It is not the responsibility of the Lake Ridge HOA to clean up after the meet. After each meet, our team is responsible for everything back in its proper place and retrieving all trash and storing meet equipment. This means removing lane lines and backstroke flags, returning tables, chairs, and lounges to their original spots, and disassembling temporary pavilions and picking up all lost and found items. By approximately 12:30 pm the pool should be ready to re-open to the public. All families are encouraged to clean up after themselves and to help clean up after our guests at every meet.