

## **Volunteer Position Descriptions**

**CLERK OF COURSE:** The Clerk of Course is the heart of the swim meet. It is where the kids get their lane assignments for each event as well as the cards that the timers will use to record their individual swim times. This requires at least 4 volunteers to: do "roll call", assign the lanes to the individual cards, organize the kids by heat and lane, line them up in order, and finally to make sure they get to their assigned lanes at least 1 heat before theirs. The Clerk of Course runs 2 to 4 events ahead of the event of the swimmers in the water. The following people run the Clerk of Course:

1. **The Clerk(s):** The Clerk, with the help of 1 or 2 Roll Call volunteers, assigns the lane number and heat to each swimmer's "Event Card".. This is called "seeding." These cards are then used to line the swimmers up by heat and lane.
2. **Roll Call:** Volunteers who perform the duties of roll call gather the children who are participating in a particular event together. Roll is called using the "Event Card." "First Call" is taken to call out the names/cards of swimmers that are absent from the meet. "Second and Third" call is taken to get a final determination of all who are swimming the event. After "Third call," the cards are returned to the Clerk for seeding. Once an event has been seeded, the cards are given to the children. The children are then arranged into heats. The volunteers help the younger kids get in the correct lanes for their event.

**TIMERS AND RECORDERS:** The timers and recorders make up the largest group of volunteers. In order to begin a meet, there must be 3 timers and 1 recorder per lane.

1. **Head Timer:** The head timer is an experienced timer that hands out the stopwatches, explains how to use them, starts 2 extra watches as the start of each event and acts as a backup timer in the event a watch (or timer!) malfunctions and needs another watch in order to continue timing an event.
2. **Lane Timers:** Lane timers time the swimmers in their lane and report that time to their recorder.
3. **Recorders:** The Recorders write down the times (on the swimmers "Event Card") taken by the three timers and hands the Event Card to the card runner when they come by to collect it.

**SCORING TABLE:** The scoring table is where the official times are determined and entered into a computer. The computer automatically determines the place of each swimmer and prints out labels that will be put on the placement ribbons.

1. Card Runner: The card runner picks up the completed time cards from the recorders and gives them to the Official Scorer.
2. Official Scorer: The Official Scorer determines which of the three recorded times is the official time for each swimmer and circles it. In a meet, all places are determined by time. Three times will be recorded in each lane. The final time will be the middle of the three times unless one of the times is more than .5 of a second different from the middle time. If this is true, the time is eliminated and the remaining two times are averaged. Times are always rounded off to the nearest 1/100th of a second in favor of the swimmer. EXAMPLE: if the two times are 20.00 and 20.05, the average time would be 20.025, but when rounded in favor of the swimmer, the official time would be 20.02. If only 2 times were recorded, the official time is the average of the two times rounded in favor of the swimmer.
3. Verifying: Volunteers ensure the computer people entered the correct time by checking the computer results. Verifiers determine when the event results are official and have them posted.
4. Data Entry: One person enters the official times into the database. The computer places each swimmer and then prints out a score sheet and placement labels for ribbons.
5. Place Ribbons: Volunteers responsible for placing swimmer name labels on the ribbons.
6. Heat Ribbons: This volunteer is on the pool deck and watches the event to see which swimmer finishes first in their heat. The first swimmer in each heat is given a heat ribbon. In the event of a tie or the finish is too close to call, both swimmers will receive a heat ribbon.

**ANNOUNCER**: The Announcer calls out the upcoming events to alert the children of their event and also makes general announcements.

**OFFICIALS**: While Officials are parent volunteers, some training is required.\*

1. Starter: The Starter signals the start of the heat using the Colorado Timing System.
2. Referee: The Referee is an experienced Official that authenticates disqualifications and determines whether a heat is ready to begin.
3. Stroke and Turn Officials: Stroke and Turn Officials observe the swimmers during a heat to ensure that their strokes and turns are legal according to USS swimming rules.

**\*CLINICS FOR OFFICIALS**: Periodically, clinics are held for parent volunteers to learn how to become a Stroke and Turn Judge and other Official positions. These positions are critical for the

team to function and are always in short supply. You do not have to have any swimming experience to fulfill these roles. After attending a clinic, you will then team up with a seasoned official for some "on the job training" during the swim meets. When you feel comfortable, you will then take over the position. Please check the team website for information regarding these clinics.

**CONCESSIONS:** The evening before a home meet, concession volunteers prepare a variety of foods so families can eat dinner and attend the pep rally. During home meets, the Waves run the best concession stand in the league. This reputation is maintained by the support of Wave parents! Your money is hard at work to provide the best service and products available.

**SET UP:** The set up crew is a group of volunteers that begin setting up for the meet the evening before the meet; after the pep rally is over. These volunteers set up as much of the equipment as possible. After the meet is over, they also help break everything down and with the assistance of the Team Equipment Managers, organize it back in storage. **All parents are encouraged to help out with this task.** When we have away meets, we have to provide our own tents for our swimmers and this is something the set up crew helps with.

## **AWARDS**

### **Swim Meet Awards:**

**Heat ribbons:** Awarded immediately after each race to the fastest swimmer of each heat. Heat ribbons are not awarded to relay teams.

**Place Ribbons:** Awarded to the 12 fastest swimmers overall in a particular event and to the fastest 2 relays. These ribbons will be handed out at practice.

**Time Improvement Ribbons:** Awarded when a swimmer's time for a particular event is faster than previously recorded, not including Time Trials. These ribbons will be handed out at practice