

## Swim Team Volunteer Position Descriptions

The majority of the volunteer jobs are needed during our swim meets on Saturday morning. More on home meets, less on away meets. Some jobs need formal training and/or experience, some are good with on the job training. We will review the volunteer jobs at our annual meeting held in April (date TBD) in the clubhouse and allow you to provide input for which positions you are interested and qualified.

### Here is a partial list of jobs:

Referee  
Starter  
Stroke & Turn

Timer/recorder  
Head Timer  
Ribbons  
Runner  
Scoring  
Computer  
Clerk of Course  
Piranha Catcher

### **Home Meets add the following positions:**

Deck Marshall  
Concessions  
Trash  
Bathroom Monitor  
Set up/Clean Up  
Concession Prep

Grill

Omelet makers  
Announcer

### **Brief Description of some of the Volunteer Positions:**

#### **Referee**

The Referee is an official who enforces the rules during the meet. Referees must have at least 2-3 years experience as a Stroke and Turn Judge. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.

**Starter**

The Starter is the person that starts the heats during the meet. They will use the starting system provided by the league. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.

**Stroke and Turn Judges**

The Stroke and Turn Judges are responsible for ensuring that swimmers comply with the rules relating to each stroke and turn. This position requires training at the League Certification Clinic for Officials through the Prince William Swim League.

**Clerk of Course**

The Clerk is 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 for Officials. Assistants do not require training.

**Piranha Catcher**

The Piranha Catcher is responsible for gathering the swimmers and finding the occasional swimmer who misses an event call for their events. They work between the team area and the Clerk of Course.

**Scorer**

The Scorers receive the time cards from the runners, determine the official time, and score the meet. They work closely with the Computer Operator.

**Ribbons**

The Ribbon volunteer place the labels with each swimmer's name on the ribbons after the event and organize ribbons for each team for distribution after the meet.

**Head Timer and Timer/Recorder**

The Timers clock the swimmers during the heats. The only knowledge that is required is the working of a stopwatch. The Head Timer will provide training if it is needed. The most important single statistic at a swim meet is the time that a swimmer achieves during the race. The Recorder records the swimmer's time (as reported by the timers) on the card at the completion of the race. The recorder also ensures that the right swimmer is in the correct heat and lane before the start of the race.

**Runners**

The Runner collects the time cards from the recorders and delivers them to the scorers after each heat.

**Announcer**

The Announcer calls the swimmers to the Clerk of Course area, and provides periodic scoring updates and other required announcements.

**Computer Operator**

The Computer Operator is responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. During the week prior to each swim meet, the Computer Operator must get all meet entries entered into the computer and print event cards for the Clerk of Course. The Computer Operator needs a volunteer or two on the day of the meet to help enter and validate event results.

**Concessions** - Concessions volunteers run the concession stand throughout the meet, and assist with the set-up and clean-up of the concessions area.

**Set-Up and Break-Down for Home Meets** - Volunteers set-up the pool area on Friday evening prior to each home meet and help with break-down after the meet.