

## **SWIM MEET VOLUNTEER JOB DESCRIPTIONS**

Thank you for being a part of the Tall Grass Swim Team. We are looking forward to another great season. This document contains additional information about swim meet volunteer jobs. Please contact Heather or Sharon if you have any questions or concerns about your job requirement.

Important information note:

- ✓ All families will be required to work a minimum of 4 to 6 jobs during the regular dual meet season and will be required to work one job at the Championship meet (Classic or City) in which your child(ren) participate(s). The number of required jobs is subject to change depending on the size of the team.
- ✓ Each person may only work one job per meet and each family may work a maximum of two jobs per meet ONE time in a season.
- ✓ A family can only choose ONE social event as part of their 4 jobs. If more than one social event is selected, they will be removed from all but one of these jobs and added somewhere else.
- ✓ If a parent is working the ice cream social, he or she cannot sign up to work the time trial meet as well.
- ✓ If a parent is scheduled to work a job at a meet and is unable to attend, they must arrange for a substitute (must be at least 16). Please do not contact the volunteer coordinators to arrange a substitute, it is the family's responsibility to find one. (The Facebook page is a great place to find someone to help or switch jobs! If they do not show up to work at a meet and do not get a substitute, the parent will give up the escrow check given at registration.
- ✓ On the day that you have signed up to work, please arrive with your child for positive check in. This will give you enough time to check in with Sharon Maguire or Heather Schwarz, pick up your nametag and get to your pool location to start your job.
- ✓ If a meet is rescheduled due to weather, it is your responsibility to work the meet on the make-up day or find a replacement to cover your duties.
- ✓ All job changes must be communicated to the Volunteer Coordinator via phone or email.
- ✓ Absence, late arrival or early departure will all be considered violations of your volunteer commitment.

**BELOW IS A BRIEF DESCRIPTION OF EACH JOB THAT IS AVAILABLE FOR SIGN UP:**

***Assistant Clerk of Course--*** The Assistant Clerk of Course should be ready to step in and perform any of the responsibilities of the Clerk of Course. The specific responsibilities are:

- Provide help to the Shepherds of both the 6 and under and 7-8 age groups. The individual shall act as an escort for lanes of young swimmers as they are transferred from the Bullpen area to the blocks and help ensure that the swimmers stay in the correct order.
- Help with maintaining Event Boards and answer questions for older and/or new swimmers.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the Clerk of Course supplies are collected.

***Back up Timers--*** Back up timers are needed in case a start is missed. The backup timer is on deck at all times with the timers and uses a stop watch to record the beginning of each race. If a start is missed the timers will raise their hand to signal the backup timer to join them in their lane. The backup timer's stop watch will be used to record the official time for that lane. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and your stopwatch, clipboard and timer sheets are turned in. Timers must attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet.

***Bag Tag Runner--*** The bag tag runner is on the pool deck and responsible for giving a bag tag to the winner of each heat. Bag tags are given only to the winner of a heat or the four members of first place relay teams. There are normally two bag tag runners for each home meet that each work one-half of the meet. The bag tag runner will receive the bag tags at the announcer's stand. The check-in time for this job is at least 15 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the bag tags are returned to the announcer stand.

***Concessions*** – Assists the vendor with selling and serving concessions.

***Extras--*** Unfortunately, when working with volunteers, there will inevitably be parents who do not show up for their assigned job (for whatever reason). The two extra volunteers will fill these vacant positions, if needed. You may only work this job once during the season. You may be asked to serve water, snacks, etc. to

officials (i.e. timers, announcers, etc.). The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes when your assigned job is complete.

***Heat Winner Runner:*** Before the meet and after checking in with the volunteer coordinator, this person should find the *Bag Tag Coordinator* to obtain the bag of bag tags. Heat winner runners give a bag tag to the winner of each heat in every event for 12 and under swimmers (unless specifically requested or otherwise specified). For relays, each participant on the winning team receives a bag tag.

***Hospitality:*** This volunteer is located on the pool deck next to the computer/scorers' tent they and serve refreshments to the officials, timers and coaches for both teams.

***Lane Timers--*** These volunteers stand in groups of three at the end of each lane and use a digital stopwatch to time the swimmers. Times are recorded and lane change sheets are collected by the runners. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and your stopwatch, clipboard and timer sheets are turned in. Timers must attend a short pre-meet timers briefing about 20 minutes prior to the start of each meet.

***Marshall--*** These workers will monitor the deck area, team area, bathrooms and grassy areas to make sure participants and their families are following Team and Conference rules. Their priority is to ensure a safe meet environment. These workers will be watching for inappropriate swimmer behavior (i.e. climbing fences, entering sand areas, climbing trees, etc). All under age violators will be sentenced to time in the Naughty Pen. Fines will be collected as a pre- condition for their release. Any child left in the Naughty Pen overnight will be charged a storage fee. The check-in time for this job is at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete.

***Runners--*** Runners collect DQ cards and time sheets after each event and deliver them to the computer area. They should attend the “timers” meeting prior to the beginning of the swim meet. The check in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and all DQ cards and timer sheets have been collected. Runners should attend the pre-meet “officials meeting”.

**Scoring/Timer Sheets--** Scorers sort DQ cards and time sheets provided by the Runners and provide this information to the computer operations person. Scorers also assist the computer operations person with input, printing and problem resolution, if needed. The opposing team provides two scorers; therefore a total of four scorers would be present at each home meet. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved.

**Shepherds--** There are six Shepherds at each meet. Each Shepherd is responsible for one of the following age groups:

|                   |                       |                        |
|-------------------|-----------------------|------------------------|
| Girls 6 and under | Girls 7 & 8 year olds | Girls 9 & 10 year olds |
| Boys 6 and under  | Boys 7 & 8 year olds  | Boys 9 & 10 year olds  |

This job is similar to herding kittens. There are no Shepherds for swimmers 11 years of age and older. These swimmers are responsible for making it to their events on time on their own. Shepherds are responsible for:

- Gathering their swimmers once the Clerk of Course calls them to the Bullpen.
- Lining up the swimmers by lane number and heat number using the Heat Sheets. Once the swimmers are in the correct order and the Clerk of Course gives the clearance, the swimmers are then escorted to the diving block area, lane by lane and checked again to ensure they are still in the correct heat/lane order.
- The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet.

**Stroke Judge--** \*MUST ATTEND OFFICIALS CLINIC\* The stroke judge has been trained to recognize legal and illegal motions for each stroke. He or she is also trained to recognize legal and illegal finishes and relay takeoffs. They are responsible for observing the athletes and determining disqualifications during the swim. We will need one Stroke Judge and one Turn Judge at every meet. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

**Turn Judge--** \*MUST ATTEND OFFICIALS CLINIC\* The turn judge has been trained to recognize legal and illegal turn motions for each stroke. He or she is also trained to recognize legal and illegal finishes and relay takeoffs. They are responsible for observing the athletes and determine disqualifications during the swim. We will need one Stroke Judge and one Turn Judge at every meet. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the pre-meet “officials meeting” will be held.

**THE FOLLOWING JOBS ARE ASSIGNED BY THE TALL GRASS SWIM TEAM BOARD:**

**Apparel--** Individual(s) will recommend to the Board the selection of swimsuit, sweats, t-shirts, swim caps, etc. They will also recommend a preferred vendor(s). This must be completed prior to the date of Registration in the spring. At registration, they take orders from parents and places order with selected vendor(s) in time to receive apparel before the first swim meet. They work with the sponsorship committee to place the order for the sponsor t-shirts with vendor in order to have t-shirts available by the third week in May at the latest.

**Banquet--** Individuals coordinate all facets, with Board approval, of the yearend banquet preparation including facility rental, food and drink vendor selection, menu, ordering, attendance, set up, decoration and clean up. This committee also coordinates and places the trophy order.

**Clerk of Course--** The Clerk of Course is in charge of the Bullpen area. The responsibilities are:

- Obtain Heat Sheets from the Computer area, distribute them to the Shepherds and post a complete set on one of the two Event Boards to be used by the older swimmers.
- Using the bullhorn loudly and confidently, the Clerk of Course announces the event to line up by announcing the event number, age group and type of event being called for line up. The Clerk of Course must ensure that all race events are called early enough to allow sufficient time to gather all swimmers in the Bullpen. This is especially important with the 6 and under and 7-8 age groups. Event numbers 3-5 should begin lining up at least 20 minutes prior to the start of the meet.

- Ensure that the second Event Board reflects the event numbers being called for lineup.
- Assisting Shepherds are to assure that swimmers are lined up by Heat and Lane in a timely manner and sent to the Blocks for their events.
- Ensure that the number of swimmers behind the blocks is sufficient to keep the meet running in a timely manner.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the Clerk of Course supplies are collected.

***Computer Operations--*** The computer and scoring team perform several functions. Before each meet our coaching staff does all of the meet entries and seeds the meet. On the day of the meet the computer operator makes line-up changes provided by Head Coaches. The final heat sheets are then prepared and distributed to the appropriate officials, clerk of course, announcer, and coaching staff. Once the meet begins the computer team monitors the electronic timing system, receives DQ cards and other information from the scorers and updates the computer information as needed. Training on how to use the Team Manager software is offered by the Naperville Swim Conference. As early as possible, the computer team will begin printing ribbon labels for both teams. The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after all post meet issues have been resolved.

***Officials--*** \*MUST ATTEND OFFICIALS CLINIC\* Officials are required by the Naperville Swim Conference to attend an Officials Clinic each year prior to the beginning of the season. The check-in time for this job is at least 30 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete. Officials should listen for the announcer to announce where the premeet “officials meeting” will be held.

***Starter--*** \*MUST ATTEND OFFICIALS CLINIC\* The starter is the official that announces and starts each race. They operate the starting device to begin each race. They also determine false starts and act as a turn judge. He or she has been trained in the proper starting procedures and will control the start of each event. The starter will only be needed at home meets. They must attend the mandatory class held by the Naperville Swim Conference in the spring. The check-in time for this job is at least 45 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete and the starting unit is stored.

**Photography--** The photography volunteer is responsible for taking pictures throughout the swim season (meets, practices, social events, etc.). They gather photos from other parents to incorporate into the DVD slide show to be shown at the year-end banquet. They produce and edit the DVD slide show. They meet the team photography vendor on "Picture Day" and assist in the group and individual photo process as well as complete the paperwork and orders plaques. Finally, they receive the pictures and plaques and distribute them to parents.

**Referee--** \*MUST ATTEND OFFICIALS CLINIC\* The referee is the person in charge of the meet. He or she is the head official on duty. The responsibilities are:

- Determining disqualifications at any place in the pool
- Notifying athletes and coaches of the infractions and resulting disqualifications
- Checking that each swimmer takes the proper lane, call them to step onto the starting platform or pool deck and signal the starter to begin
- Help judge false starts
- Acts as a turn judge
- Watches for proper finishes and starts
- Assuring that all competition is being conducted according to the rules
- Stopping or suspending competition whenever elements require
- Resolving any disagreement in a timely manner
- Running the officials and timers meetings at the beginning of the meet
- The referee will only be needed at home meets. This role may be combined with the starter role. They must attend the mandatory class held by the Naperville Swim Conference in the spring.
- The check-in time for this job is at least 60 minutes prior to the start of the meet. This job finishes after all computer/scoring issues have been resolved. to collect the ribbon stickers.

**Ribbons Coordinators--** They are responsible for ordering the appropriate number of ribbons prior to the swim season. They provide ribbons for all Tall Grass swimmers at home and away meets. They prepare the family folders for the season and make sure they are at all home and away meets. They take inventory of the ribbons at the start and end of the season as well as make sure the family folders are at our pool for the swimmers to receive their ribbons after practice. Coordinators provide instruction to the ribbon volunteers. Ribbon Coordinators make sure all the time drop certificates are completed shortly after each swim meet. They also make sure we have all the needed supplies to complete time drop certificates. Ribbon Coordinators may need to work with the Head Coach to obtain the information for time drop certificates.

***Ribbon Workers--*** They receive ribbon stickers from the computer team, apply them to the correct colored ribbon and file them in to the swimmer's Family Folder. Ribbon workers will also fasten the time drop stickers to certificates and file them in the Family Folders. Ribbon workers do most of their work after each meet is finished. They must stay until the conclusion of each meet  
Notifying athletes and coaches of the infractions and resulting disqualifications

***Set Up/Clean Up--*** These individuals are responsible for both set up and clean up for home meets. They will arrive 1½ hours prior to the start of the meet in order to prepare the pool area. They will remove all necessary equipment from the swim team shed and place it in the appropriate place on the deck. These individuals will be responsible for installing starting blocks, hanging backstroke flags, hanging sponsor signs, moving chairs, roping off swimming pool area, etc. At the conclusion of the meet, all equipment, etc., is to be removed and returned to the shed or to its appropriate spot. The pool deck is to be returned to its original state. This job will be performed by the coaches this year.

***Social Committee--*** These individuals are responsible for all social gatherings, pep rallies, and social outings. This includes planning the event, submittal to the Board for approval, purchasing any supplies for the event, arranging for catering, set-up, serving and clean-up. This committee will also be responsible for preparing Championship Meet “goody” bags. There may be other social activity responsibilities at the discretion of the Board.

For further information, please contact us at (heathermiller28@gmail.com) or (sharonlmauire@gmail.com).