

## Swim Meet Job Descriptions

### Accountability

Take clipboard around to all working members to have them initial the accountability sheet. Make sure to tell Parent Check In person if someone is missing and you can't find them. That way the meet manager can move people around for proper coverage.

### Admin Tent Runner

Assist meet admin as directed and other assorted jobs. You will also be in charge of delivering and collecting printed event sheets to the timers in each lane.

### Announcer

Emcee the event - Announce events, swimmers names etc. over PA. Promote raffles and make special announcements.

### Awards

Prepare awards by labeling the ribbons/medals with the printed stickers. Cross reference the awards with the results sheets. Put the awards in the correct team basket. Count remaining awards at the end of the meet.

### Awards Packaging

Inventory and package awards for the meet. **THIS JOB MUST BE COMPLETED BY WEDNESDAY PRIOR TO THE MEET.**

### Battery Replacement for Stop Watches

**THIS JOB MUST BE COMPLETED BY WEDNESDAY PRIOR TO THE MEET.** You will check all the stop watches and replace the batteries as needed.

### Break Down Crew

Clean up while the meet is still in progress. Once the meet is over, clean up, break down, load meet equipment and transport to storage. Trucks, SUVs, or Vans needed for the 5:30 group to help transport items back to the storage unit.

### Check In Table

Check in swimmers & verify events at the beginning of each session. **THIS IS A SPLIT SHIFT.** You report for the morning check in at 7:00. After the morning check in you will be required to return at approximately 12:00 for the afternoon check in.

### Clean Up Crew

Clean up while the meet is in progress. Once the session is over help clean up and get the pool ready for the next day.

### Computers

Help operate computers in Admin. tent.

#### Floater

This job is to cover any position as needed for no shows or extra coverage. You will stay in the Parent Check In area when not assigned to a specific job.

#### Head Timers

Responsible for starting each race with two stopwatches. These stopwatches are used to replace any watch that may malfunction or that did not start during any given heat.

#### Heat Organizer

Organize the heats of young swimmers in the 25 yard events.

#### Marshalls

Monitor and maintain a safe swimming environment for the warm down area. Enforce the swimmers only area.

#### New Family Mentor

This is for the experienced swim parent. You are responsible for answering questions and helping the new CCAQ swim families.

#### Parent Check In

Check in & direct parent volunteers, answer questions and assist as needed. Take notes for the meet manager who will check in on a continuing bases.

#### Posting

Post event heat sheets on the posting board, insert results in the results book, and deliver results and awards stickers to the awards area.

#### Pressure Wash

This job is for someone who can bring a pressure washer Sunday and wash down the deck where needed, especially in the Snack Bar area.

#### Pro Shop Sales

This position will require selling Pro Shop items such as CCAQ shirts. You will be responsible.

#### Raffle Basket Committee Organizer

Organize committee members, one from each squad.

#### Raffle Basket Table

Manage the raffle basket table.

#### Recycling Sort/Return to Recycling Center

This job is to gather all the recycling from the recycling tent at the end of the meet, take it home to sort and return to a Re-Planet Recycling Center. Report to me by email the amount and turn the receipt into the Pro Shop.

#### Recycling Tent

Remain in tent to help receive recyclables and gather recyclables from bins placed around the meet area.

#### Restroom Monitor - Men

Monitor the men's restroom, wipe down sinks and toilets, mop wet floor, keep swimmers from changing in stalls, refill toilet paper and hand soap.

#### Restroom Monitor - Women

Monitor the women's restroom, wipe down sinks and toilets, mop wet floor, keep swimmers from changing in stalls, refill toilet paper and hand soap.

#### Restroom Relief

Provide restroom breaks for CCAQ timers. Help maintain order behind the starting blocks.

#### Set Up Crew - Friday

Friday evening (time to be determined) meet at the storage unit to pick equipment and supplies for the meet and transport to Roosevelt High School. Trucks, SUVs, or Vans needed to transport items.

#### Set Up Crew - Saturday or Sunday

Saturday or Sunday morning final set up for meet.

#### Sing National Anthem

Start meet by singing the National Anthem.

#### Snack Bar

Accept tickets for snack bar purchases. Please no children in snack bar area.

#### Snack Bar - Coaches/Admin Host

You will be responsible for taking food orders for the administration area, as well as keeping the drink cooler filled. You will also provide small snacks and drinks for the timers.

#### Snack Bar - Grill

Cook breakfast & lunch items on grill.

#### Snack Bar - Organizer

Parents to organize, prepare and run the snack bar. This job does take organizational skills and many hours of prep time before and during the meet. You MUST sign up for both days. Also a written report is due after the meet.

#### Snack Bar Clean Up

You will be responsible for cleaning up the snack bar area and getting it ready for the next morning. This includes washing the dishes, picking up the trash around the area, restocking the tables, and restocking the beverages.

#### Snack Bar Donations Check In

Check in all snack bar donations brought in on Friday night.

#### Snack Bar Tickets, Programs, & Raffle

Sell food tickets, programs, and raffle tickets - Account for money collected.

#### Store Runner

Make trips to the store for needed items.

#### Time Verification

Verify time on the computer with the time on the event sheets from the timers.

#### Timers

Time races - Just like at away meets except at home. There may be a break during your shift in which case you can take a break but MUST return when the meet resumes.

#### Trash Monitor

Help empty trash cans, monitor trash in parking lot, and canopy area.