

## **Volunteering For Meets**

Below is a list of volunteer positions with brief descriptions of the expectations. There is no job that is hard. It takes an army to support our kids in youth sports. Thank you so much for reading this and we hope you can step forward and support the organization that supports your kids. Together, we make childhood memories.

### **Announcers**

This position sits and works with the Officials of the meet. They keep the meet moving forward and announce any notifications that need to go out to athletes or parents. This job will also entail calling out names of swimmers as they swim their event.

### **Check In (This meet will be pre-seeded and there will be no check-in)**

This position happens before each session of a meet. The Individual will typically be at a table and the athletes will come to them and check in for the meet. The individual will have a list of athletes in front of them and will highlight or check them off as being "checked into the meet."

### **Head Timer**

This position is required by USA swimming and is a back up position to the lane timers. The Head Timer typically will start and stop 1 or 2 stop watches at the beginning of every race. These watches are a backup to a lane timer just in case they have a stopwatch malfunction.

### **Hospitality Worker**

This person is responsible for serving refreshments (drinks, snacks, etc.) to meet officials and coaches. Meet officials are generally dressed in white (shirt/slacks/shorts) and coaches must show an official coaches card (that has not expired).

### **Runner**

This position is associated with the lane timers. The runner will pick up all the timing slips from each lane during the meet and submit them to the meet Admin.

### **Poster**

This person is responsible for running the heat sheets to the Poster Board for athletes to see their Heat and lane assignment. After the event has completed the Meet Admin prints up a Result Sheet and this position will run this over to the poster board and post the results.

**Meet Marshal (MM)**

The Meet Marshal is the primary enforcer of safety rules. The MM will enforce warm-up procedures and maintain order in the swimming venue. The MM will be identified by wearing a “vest” provided by the host team.

**Meet Set Up and Tear Down**

This is a core group of individuals that help set the meet up. From Canopy set up, to PA system set up to snack bar set up. This typically happens the night before the meet. The morning of the meet and at the end of the meet. The process is pretty quick.

**Restroom Safety Monitor**

To abide by Safe Sport Rules and Regulations, swimmers and coaches/officials may not use the same restrooms. This individual will monitor the restroom entry and inside the locker room for any inappropriate behavior.

**Snack Bar Worker**

This is a vital position to the club as it is revenue generating and helps to cover the costs of Officials at the meet. The individual typically will just help sell concession items to families and athletes.

**Snack Bar Donation Check-In**

This individual will check in all donations for the snack bar.

**Snack Bar Runner**

This person will be :”on call” to run and purchase any items that may be needed immediately for the snack bar.

**Staging**

This individual will help swimmers (usually only 8&U) into the correct heats and lanes.

**Timing Chair**

This person will sit in a chair at the end of the lane and check the name of the swimmer with the lane slip. They will either run a stopwatch or write down the swim time called out by the stopwatch person.

**Volunteer Coordinator**

This individual will sit at a table and check in all parent volunteers at the beginning and conclusion of their shift. This is how we record that families have successfully completed their assigned service hours. A great way to put a name with a face!