

DETAILED SWIM MEET JOB DESCRIPTIONS --- ALL JOBS ARE WORTH ONE SESSION UNLESS OTHERWISE NOTED. If the job is easy, it is marked with an E next to it – novice parents are encouraged to start here with your volunteer sessions. There are also NON-SWIM MEET sessions available, please SEE a board member if you feel this would be a better choice for you.

Admin Official: Must be USA Swimming certified. Responsible for the “dry side” of the meet. Ensures that swimmers’ times are the most accurate by remediating “soft touches” or equipment malfunction. Positioned between Computer and Timing Console to oversee operations.

Admin Official Apprentice: Shadows Administrative Official *usually* after USA Swimming registration, certification tests, background check, and training seminar are complete. Recommended for someone already familiar with computer and/or timing console that would like to become an official.

Announcer: Keep the meet moving by calling the kids in an orderly fashion to the blocks so they don’t miss their event : First Call, Second Call, Final Call for each heat and each event. Run the recording for the National Anthem. Some other “color” announcing as needed. This is an EASY job for people who don’t mind hearing their own voice and who are organized, or it is awful, depending on your disposition. One of those jobs you love or hate.

Awards Worker: EASY Putting pre-printed labels with a swimmers name/place on the correct ribbon and keeping them in orderly piles to give to visiting coaches and our kids. Usually a great view of the kids swimming too.

Timing Console Operator: Training required. Timing Console is the control unit of the entire timing system. In addition to the console, the complete timing system includes the starter (strobe/buzzer), the scoreboard, the touchpads, plungers or “pickles” that the lane timers have in hand for the finish, and the cables that connect all of these parts. The console collects race times automatically from touch pads and semi-automatically from pickles. The operator stores these times after each race, resets the system for each subsequent race, and ensures the scoreboard display is correct. A good personality fit is a calm-under-pressure person, since one has to help to maintain the pace of the meet. Job is most efficient when an assistant (an apprentice, another operator, the AO, or a runner) helps as a second set of eyes. Requires focus on each race, verifying which lanes are occupied, that all splits/finishes register, and that the scoreboard is functioning. Want to learn more? Click <http://www.daktronics.com/en-us/products/sports/aquatics/swim-timing-systems> or <http://www.coloradotime.com/category/swim-timing-systems-components/> for the brands we use.

Clean up crew: EASY Help clean up after the meet is over, may involve transporting heavy objects using your own vehicle to our storage facility in Grey.

Clerk of Course: EASY Organize our littlest swimmers in the correct lane and at the correct end of the pool so they don’t miss their events.

Computer Operator: Training preferred. Not difficult if you are comfortable behind a laptop; easy if you are familiar with any type of spreadsheet software. We use software called Meet Manager. Computer retrieves times from Timing Console to put in database. Operator prints out updated Meet Programs for Officials/Coaches, results for posting, labels for awards worker, and seeding for longer events.

Concession Worker: EASY Sell coffee and snacks. Keep the area stocked and clean. Be friendly and personable and make sure your bank balances.

Distribute T-shirts: EASY Make sure the right size Tshirt goes to the right family and mark it off a list. Happens BEFORE the Early Bird Meet so is an early shift and you will be busy for a short time.

Head Timer: Be able to start and stop two stopwatches simultaneously and run and exchange your working watch with a timer's who has broken or they have missed the start of a race. This is easy if you are coordinated and NOT someone who likes to chat. Requires focus.

Heat Sheet Sales: EASY Sell heat sheets at the beginning of a meet and during session breaks. Must be at the meet early to set up and get your bank. Friendly greeting of all participants and Smiles required.

Heat Winner: EASY Give a prize to the winner of each heat. Involves lots of movement and a sharp eye for who actually touched the wall first. You will get wet. Very fun job, the kids all love you.

Hospitality Coordinator: (5 sessions)In charge of making sure our coaches, stroke and turn judges and officials are fed and hydrated. If required, puts together small gift bags/baskets for our visiting coaches and officials. Also provide waters and snacks to the other parents working the meet. Involves getting donations from outside sources and large shopping trips, visits to our storage facility, getting checks and cash from our office manager, creativity, and an upbeat attitude. One of our most important positions, this job starts anywhere from a one to two weeks out from the meet, and requires staying after it is completed to get things put away again. There are generally 2 Hospitality coordinators per meet.

Hospitality Apprentice (3 sessions) Shadows the Hospitality Coordinator and helps with all aspects of Hospitality in a meet. Involves a lot of moving around and being of service, and then being willing to head up Hospitality in a future meet.

Meet Coordinator: (5 sessions) our big job – organizes all workers at the meet to ensure smooth running. The go-to person for all issues during the meet. Organized, efficient, good with people, good decision maker, good running shoes and an upbeat attitude are all needed. Jobs include but are not limited to: Signing in and receiving payment from visiting teams that is accurate, Payment of officials, in charge of making sure banks are accurate for Hospitality and any other sales, organizing swim and tri to be at our meets, organizing advertising, heat sheets and any ads in the heat sheets, coordinating with the facility, making sure the meet is fully staffed, making sure that any gift bags are completed for visiting coaches and officials. This job starts between two weeks and a month before the actual meet and continues until the meet is concluded and put away. Also involves record keeping and reporting to our Office Manager the expenditures and income from the meet. In charge of making sure the visiting coaches and teams have a great experience and that the meet itself runs smoothly. There are generally at least 2 meet coordinators per meet.

Meet Coordinator Apprentice: (3 sessions) Shadows Meet Coordinators and helps in all aspects from the beginning to end of process. Willing to take on being a Meet Coordinator in a future meet. Involves a lot of active movement, a sharp mind and great attitude of service.

Meet Marshall: Make sure all the rules are being followed, such as no chairs on deck, no standing at the rail, etc. Responsible for the safety of all at the pool. This job is usually performed by an experienced parent.

Place Judge: You are the final word on who won a heat. Your job is to sit at the end of the pool and write down in what order the lanes came in and give that list to the runner at the end of each race. This is easy if it is a long race, it is hard with shorter ones. If you are organized and calm this could be your favorite job. Some people can do it, others can't. Great view of your kids swimming. You might get wet.

Recorder: EASY If you are new, this is one of the best choices for you. Write down the times as you and another timer time your lane. Give completed slips to a runner at the end of each event. You will get wet.

Referee: This is a TRAINED POSITION. We do need more of these moving forward. Please email DEB MILLS@ millsd@mail.etsu.edu for more information.

Runner: EASY you will be assigned to one of several people: a meet coordinator, a hospitality coordinator, the timing consol, be the person running the slips to the computer operator, or be assigned to an official. You just go do what they need done. You will get wet and the word "runner" is not applied lightly.

Set Up: EASY You are in charge of setting up all the tables, chairs, putting in the touch pads and helping to hook up electronics so that our meet runs smoothly. Requires heavy lifting. You may be needed the night before a meet starts or to be there super early the day of a meet.

Starter: This is a TRAINED POSITION. We do need more of these moving forward. Please email DEB MILLS@ millsd@mail.etsu.edu for more information.

Start and Turn Apprentice: This is a TRAINED POSITION. We do need more of these moving forward. Please email DEB MILLS@ millsd@mail.etsu.edu for more information.

Start and Turn Official (all of our Start and Turn officials are EXEMPT from the Volunteer requirement)
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Team Clothing Sales: EASY Keep track of our inventory of Tshirts and Sweatshirts and keep an accurate bank, keep your area clean and organized. This is different from the person who DESIGNS our shirts and orders them. If that is something that interests you, ask a board member.

Timer: EASY This is where we recommend you start if you are a new parent. Kids as young as 12 can be timers. You will be given instruction on how to work the stop watch and then you just start it when the flash goes off and stop it when your swimmer touches the wall at the end of the race. You will have help knowing how long the race is, and you will have plenty of backup. We always need timers.

Volunteer Sign In: EASY keep a record of all the workers who show up for their sessions, and make any changes necessary to roster so we have an accurate record of who showed up and who did not for billing purposes. You will need to be there early for ALL sessions you are signed up to do this, and be willing to chase people down and make them sign in. Nicely of course. 😊