

## **Staffing Required for a Swim Meet**

Contrary to popular belief, swim meets don't just happen. It takes a small, well-coordinated army of volunteers who desire to make it run well. The old adage, "Many hands make light work" applies perfectly to a swim meet. Having a great attitude helps to make working a meet FUN!

**Awards:** Places labels on awards and distributes awards into team bags. Deck access in an air conditioned office - what a deal! Needs to apprentice during a meet. Session begins 30 minutes prior to start of the meet.

**Clerk of Course:** Oversees the on-deck paperwork that is needed during the meet. Works with the Announcer to call the events so that the swimmers can report to the Clerk of Course with adequate time prior to an event. Session begins 45 minutes prior to warm-ups.

**Clerk of Course Assistant:** Works directly with the Clerk of Course. Deck access. On-the-job training provided. Perfect job for those who prefer behind-the-scenes action. Session begins at 30 minutes prior to warm-ups.

**Concessions:** Sells food and drink items at the concessions stand located on the air conditioned concourse. Great job for those who like being active and serving others. Once you work this position you won't want to do anything else. On-the-job training provided. Session begins 30 minutes prior to warm-ups.

**Concessions Lead:** Responsible for purchasing food and drink items for sale. Coordinates ice and other necessary items. Must apprentice prior and during the meet to know all the "ins and outs" of the job. Morning session begins 1 hour prior to warm-ups.

**Head Timer:** Assigns timers to a lane, gives out stop watches and lane clipboards, and instructs timers how to use a watch. Stops and resets two backup watches and manages need for relief timers. Deck access and a great view of the meet. Not at all difficult, but needs to apprentice during the meet to gain familiarity with the job. Session begins 1 hour prior to warm-ups.

**Heat Sheet Sales:** Sell heat sheets during the meet. You are provided with the heat sheets in advance and you are located on the air conditioned concourse. Sessions begin 30 minutes prior to warm-ups, and most sales occur during the warm-up session.

**Hospitality:** Maintains refreshments/meals for coaches and officials throughout the meet in an air conditioned classroom. Hospitality serves as a meeting space for coaches and officials, so if you enjoy entertaining and providing an area of solace for others, this job is perfect for you. Session begins 1 hour prior to warm-ups.

**Hospitality Lead:** Plans and coordinates meals and refreshments for all coaches and officials. Highly recommended that you apprentice to gain much needed knowledge of meet hospitality planning. Sessions begin 1 hour prior to warm-ups.

**Meet Coordinator:** Coordinates all aspects of the “dry” side of the meet - volunteers, vendors, etc. Needs to apprentice prior to and during a meet. Session begins 1 hour prior to warm-ups.

**Meet Runner:** Assists the Clerk of Course by posting times on deck (for coaches and swimmers) and upstairs (for spectators). Deck access. Requires walking and comfortable shoes. On-the-job training provided. Session begins 30 minutes prior to warm-ups.

**Official:** Composed of multiple positions (Stroke & Turn Judge, Chief Judge, Deck Referee, and Meet Referee). Announces events to swimmers at the starting blocks, signals them to start, and determines and calls false starts and illegal strokes and turns in accordance to USA Swimming rules. USA Swimming Certification Required, but if you are interested in becoming an official you may contact the Meet Referee to make arrangements to apprentice. Officials are usually seen dressed in white shirts and blue slacks/shorts, but if they do their job well they are nearly invisible.

**Relief Timer:** Provides relief (a.k.a. bathroom breaks) for the timers. Hence, a blessing.

**Safety Marshall:** Enforces warm-up/safety procedures and maintains order in the swimming venue. Must be USA Swimming certified. Must apprentice to learn the finer details of this job. Session begins 1 hour prior to warm-ups.

**Security:** Also known as the Deck Police. Monitor key areas to ensure USA Swimming and USC facility rules are complied with by swimmers and spectators. Reports to the Safety Marshall. On-the-job training provided. Sessions begins 45 minutes prior to warm-ups.

**Security Lead:** The Head Deck Cop. Organizes and ensures all designated areas have a security volunteer, and that USA Swimming and USC facility rules are being followed. Must supervise deck entrance to keep all spectators off pool deck. On-the-job training provided. Session begins 1 hour prior to warm-ups.

**Timer:** Time each swimmer in your lane, and record time onto a clipboard from the watch. Two timers are needed in each lane (one to use the plunger, the second to use a stopwatch). Expect to get splashed occasionally. Best seat in the house and you get to be on deck cheering for your swimmer. Great way to meet other parents and swimmers. If you can push a button, you can be a timer. On-the-job training provided. Session begins 45 minutes prior to start of the meet.

**Volunteer Coordinator:** Coordinates volunteers before meets and works the volunteer check-in table at the swim meet. On-the-job training provided, but should have some familiarity with the process. Session begins 1 hour prior to warm-ups.