



## **SWIM MEET - JOB DESCRIPTIONS**

The following outlines the jobs that are required to run a meet including a brief description of that the jobs entail. Please note that some jobs require that you be available to work before a session begins or after it ends.

**Head Timer:** Recruits timers prior to the meet and/or assigned MSC Volunteers. Checks all stopwatches and equipment (pencils sharpened) prior to the start of the meet. Responsible for stopwatch and lane assignments. Also serves as a "back-up" timer and assists Runner as required. **Time estimate: Meet session.**

**Timer:** responsible for operating the stopwatch to record a swimmer's time on the timer sheet. These times are used as a back-up in case the touch pads of the Colorado Timing system do not function properly. There are 2 timers per lane. In addition to operating the stopwatch, one timer records the stopwatch times on the timer sheet and both operate the back-up button of the Colorado Timing system. **Time Estimate: Meet/Shift session**

**Runner/Ready Bench:** Responsible for distributing and retrieving timer sheets during the meet and responsible for posting heat/lane assignments and results. **Time Estimate: Meet Session**

**Team Marshals:** Known as "The person wearing the orange vest". One male and one female are required at each session. Responsible for monitoring access to the pool deck to ensure that no unauthorized person(s) gain access, checking the locker rooms, and making sure swimmers are demonstrating safe behavior (no running, no playing in locker rooms, or in doorways, etc.). Marshal's also look out for unsafe conditions such as water on floors in hallways and people standing in front of doorways. Responsible for incident reports on ALL reported injuries. **Time Estimate: Meet Session**  
*People who wish to be designated as Team Marshals must be willing to undergo and pass a USA Swimming background check.*

**Awards:** Responsible for getting the award labels from the Meet Admin, placing them on the awards and filing awards in appropriate team bags. **Time Estimate: Meet session until all awards are filed.**

**Hospitality:** Work in the hospitality area to provide meals for coaches and officials between meet sessions. **Time Estimate: Varies with meet timing, but requires attendance between sessions of a meet.**

**Concession Coordinator:** Responsible for all concession's operations and money. Sets up the schedule for those working the concessions. Coordinates with the Food Shopper, makes bank deposit slip and completes balance sheet, and keeps all records relating to the operations of running the concessions. **Time Estimate: Varies and is dependent on needs**



**Concession:** Works in concession area preparing, stocking and selling food, and meet items such as programs and heat sheets. **Time estimate: Meet session. Individuals working the last session of the day should be prepared to assist with clean up**

**Team Store / New Member Registration:** Responsible for providing team information such as website, email address, etc. to prospective swimmers and parents, promote team recruitment, have a good general understanding of current and ongoing MSC events, practice times, & upcoming meets. Oversees the sale of team apparel & merchandise as well as monitors and tracks total sales & money handling.

**Meet Photographer / Publicity:** Responsible for taking photographs at the meet for team publicity purposes, website, and / or newsletter use. Using MSC camera or may *\*\*provide their own if desired.* Picks up camera at the beginning of the meet and turns in at the end of the meet..(from head coach or meet director) Also responsible for delivering photos to team Administrator within 3-5 days from the meet.

*\*\*MSC is not responsible for damage, theft or any unforeseen circumstances that may cause property damage.*

**Time Estimate: Meet Session & Deliverables**

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## Positions needed

<b>Position</b>	<b># of <u>Volunteers needed</u></b>
Hospitality Room / Concession Stand	3
Team Marshals	4
Team Store	2
Team Info / New Member registration	1
Concession Coord	1
Runner/Ready Bench / Award Presentation	3
Meet Photographer	1
Head Timer	1
Timers	32



## MEET OFFICIALS

*Must be USA Swimming Registered or training for position set by USA Swimming. Please contact our team office if you are interested in any of the following positions:*

**Meet Director:** Organizes the meet, identify and coordinate meet workers and assist the Meet Referee the day of the meet to ensure that everything runs smoothly and efficiently. Must be a USA Swimming registered official.  
**Time estimate: 2-3 hours prior to the meet plus meet session(s)**

**Meet Referee:** Responsible for running the meet once the warm-up session has started. Gives instructions to other officials working the meet. Must be USA Swimming registered. Training for position set by USA Swimming.  
**Time Estimate: Meet Session**

**Clerk of Course:** Sets up the meet in Meet Manager and prepares all files (meet info, hytek, & psych sheet) to be posted on website. Reviews and checks heat sheets prior to copying. Checks all meet entries before copying. Responsible for the team registrations and add on swimmers. Collects all fees due for the meet. Checks in all coaches and verifies USA Swimming Certification. Assigns lanes for warm-up. Responsible for meet fee collections and all reports.

**Starter/Recall:** Reports to Referee. Responsible for starting the swimmers from the blocks. Must be USA Swimming registered. Training for position set by USA swimming. **Time Estimate: Meet Session**

**Stroke & Turn:** Reports to Referee. Ensures that strokes and turns are done legally. Illegal strokes / turns are reported to the Referee and the swimmer is disqualified. (DQ'd). Responsible for speaking with the swimmer to identify what was done incorrectly. Must be USA Swimming registered. Training for position set by USA Swimming. **Time Estimate: Meet Session**