

Volunteer Positions and Descriptions - Murphey Candler Marlins Swim Team 2016

If your child swims on the team, parents will be expected to Volunteer.

Sign up at <https://mcpmarlins.swim-team.us/> for at least three volunteer opportunities.

Volunteer Positions

1. One announcer
2. One Starter
3. One Stroke and Turn Judge
4. Two Deck Managers (Lead and an asst.)
5. 12 Timers (two for each lane, 6 from home team, 6 from visitors)
6. Two runners
7. Two Computer Recorders
8. Two Ribbon Labelers
9. Three Bullpen Manager 1 Manager (Home team) 2 asst. (one from each team)
10. Three Concessions
11. One Heat Winner Distribution

Volunteer Descriptions

1. Announcer. Announcing for each meet must be loud enough to be understood by participants, officials and spectators.

Example of correct commands:

- First call, event number and event description (i.e. "Event number 1, 6 & under girls free relay. Please report to the bullpen")
- After a short interval repeat the above for the second call.
- At the end of second call, wait a short interval and give final call for the event.
- The announcer should follow this procedure for all remaining events.
- Try to stay 3 events ahead of the event in the water.

At all times the announcer should know what is going on. Working closely and communicating with the deck manager is vitally important in this position. The announcer should avoid talking while the starter is giving commands to the swimmers.

2. Starter The starter/referee will start all races. Starter will blow whistle for quiet for the start.

The starter will announce the event before the start.

State the event: "Boys 8 & under Freestyle, Swimmers take your Mark" and then use the starting device.

3. Stroke and Turn Judge. The Judge will be responsible for insuring that the strokes are properly done. In the event that the stroke is not done properly, the swimmer will be disqualified. The stroke and turn judge will advise the swimmer of the reason for disqualification. This will be an assigned position.

4. Deck Manager The Deck Manager is in charge of the ready area (bull pen) and shall check in and line up all swimmers on the deck for their event. Deck Manager shall be provided with the heat sheet listing names of all **swimmers in all events**. Deck Manager will work closely with the Announcer to get swimmers to the Bull pen.

Once all the swimmers are lined up for their event. Assistant Deck Manager will take the swimmers to the start and position the swimmers behind the start in heat order. Assistant Deck Manager will notify each swimmer to wait behind the starting block until the starter takes over control of the race. The visiting team will provide one of the assistant Deck Managers. Getting the swimmers and making sure that they are in place is **critical to the smooth running of the** meet. Each team is responsible for making sure that their swimmers report to the bull pen from the team area in time to be checked in by the deck manager.

5. Timers. At all meets times will be taken on each lane that has a swimmer. *Each team* will provide one timer for each lane. Both of the timers will operate the watch and one will record the times on the heat sheet. In all events, at all times, the timer must have a clear view of the race and finish line. The timer shall look at the starter's gun and start the watch at the instant of the starting signal. The timer shall stop the watch immediately when any part of the swimmer's body touches the solid end of the pool. When the event/heat sheet is complete, it shall be given to the runner.

6. Runner – Runner will take heat sheets to the Computer Operator/Recorder.

7. Computer Operator/Recorder. Computer operator(s) shall record times for each event in the swim-team.us site.

8. Ribbon Labeler. Ribbon labeler shall be responsible for sticking the ribbon labels with the results on the appropriate award and placing them into a box for the appropriate team. Ribbons should be placed in two separate boxes and given to each team at the end of the meet. Ribbons can also be given at the next practice.

9. Bullpen Manager – Each team will have a volunteer to gather the swimmers, especially the younger ones, and take them to the Bullpen to line up for their event.

10. Concessions – Assist in the concessions stand.

11. Heat winner distribution- Hand out the award to the heat winner for each heat.