

Volunteer Job Descriptions

Unless otherwise noted, positions are assigned to work for only 1/2 of a meet or one session. If you are solely responsible for helping your swimmer get to their events on time, you should not sign up to work during the meet. There are other opportunities to contribute to the team.

Starter:

This person sets the pace of the meet and makes sure that the meet runs smoothly by delivering announcements throughout the meet. The starter starts each race with the words "SWIMMERS TAKE YOUR MARK", makes sure the swimmers are ready and then signals the beginning of the race with a horn or whistle. The starter is the sole judge of FALSE STARTS. Starters work the entire meet. *Training is required for this position.*

Stroke & Turn Judge:

Stroke and Turn judges work in pairs (with one member of a pair being from each team) and are positioned at the corners of the pool. They observe strokes, turns and finishes to see if the swimmer complies with the requirements of that stroke. They are responsible for issuing disqualification reports, "DQ slips". Stroke & Turn judges are assigned to work half the meet. *Training is required for this position.*

Clerk of the Course:

This person is responsible for lining up the swimmers by event, heat and lane and getting them to the starting blocks on time. This job requires good organization skills and a strong voice. *This position is not recommended for parents that are new to the team.*

Head Timer:

Head timers organize and brief the lane timers prior to the meet. Head timers work the entire meet. They carry a back up stop watch in case one of the timers' watches fails during a race. *Previous experience is required for this position.*

Lane Timers:

Lane timers are assigned a stop watch and a lane. There are 3 timers per lane (at least one from the opposing team). Timers begin their watches with the sound of the horn or whistle and stop them when the swimmer touches the wall. Timers compare watches and report the middle time to the time writer. This becomes the official time. This job requires constant focus, gives you a great view of the pool and is *a good job for any experience level.*

Time Writers:

Time writers walk behind the timers and record the times for each lane after each race. There is usually two time writers assigned at a time, each responsible for writing down the times for 3 lanes. The time sheets are then handed off to the runners. Time writers need to be able to write quickly and legibly.

Runners

Runners collect time sheets from the time writers and DQ slips from the stroke and turn judges and “run” them to the scoring table, so that they can be entered into the computer.

Scorers

Scorers work with a member of the competing team. They receive the time sheets and DQ slips from the runner and record them into the computer scoring software, verifying with each other for accuracy. This position is usually someplace air conditioned and quieter but away from the action. Scorers work the entire meet. *Scorers require training with the Hy-tek software.*

Heat Ribbons

This person watches each race and hands out “I Did My Best” ribbons and “Heat Winner” ribbons to eligible swimmers. This job gives you a great view of the pool and is a good job for any experience level.

Ribbon Sorter

Ribbon sorters place labels on ribbons, then files them in swimmer folders. This job is usually located inside, next to the scoring table. It will require you to work for a short while after the meet is over.

Hospitality

Hospitality volunteers serve and deliver cold drinks and snacks to the volunteers working around the pool deck, about 2 times per session.

Set-Up

The set-up volunteers arrive early before warm-ups and set up the pool area for the swim meet. They move deck furniture, install the starting blocks, flags, announcer stand, etc. They also organize the time sheet and other paperwork.

Take-Down

Take-down volunteers clean up the pool area after a meet and put away all swim team related items.