

SEWANEЕ TigerSharks



Sewanee TigerSharks Swim Team Volunteer Job Descriptions

Updated May 2016

Parent Volunteer Expectations

Each family is responsible for volunteering a minimum of 2 times per summer season. Most of these opportunities take place during or after swim meets, with the individuals taking on the roles varying from meet to meet. A few positions (listed at the bottom of the document) may be season-long positions. Other volunteer opportunities include assisting with team social events (more information to come).

Please note that some positions require training, often alongside an experienced individual, and the more individuals we have trained the better. Positions designated as “trainee” offer you the opportunity to learn how that position works before stepping into the full role.

Age Group Parent - Lead and Trainee/Assistant

There are 2 Age Group Parents—the Lead Age Group Parent and the Trainee/Assistant Age Group Parent—per swimmer age group through the 9 & 10 year olds. Lead Age Group Parents have primary responsibility for: helping the swimmers in their age group identify their events, heats, and lanes; gathering the appropriate swimmers in their age group once the Clerk of Course calls them to the Bullpen; lining up the swimmers by event, heat, and lane number using the heat sheets as reference; escorting swimmers from the Bullpen to their lanes; and checking again to ensure they are still in the correct heat/lane order. The Lead Age Group Parent should also help to familiarize his or her corresponding Trainee/Assistant Age Group Parent with the duties. Trainee/Assistant Age Group Parents help the Lead Age Group Parent with all of the above. The check-in time for this job is at least 30 minutes prior to the start of the meet, and the job finishes after the final heat of the meet. There are no Age Group Parents for swimmers 11 years

of age and older. These swimmers are responsible for making it to their events on time on their own.

Announcer

The announcer lets the audience know what event and heat we are on as well as making sure to announce the first and last call of each heat. The announcer also makes any announcements as needed for information and safety. The announcer needs to be ready to announce at the beginning of warm-ups. This position may sit down depending on the venue.

Assistant Safety Marshal

This job is very important for safety. During warm-ups, individuals in this position need to pay attention to the pool and surrounding deck area to make sure there is no running or rough-housing and that warm-up procedures are followed: Swimmers are to enter the pool feet first. No jumping or diving allowed except for the lanes designated as "Start" lanes. These are easy to identify: the coaches make noises to mimic the start indicators and the swimmers dive one right after each other. Throughout the meet, these individuals should monitor the locker rooms.

Clean-Up Crew

These individuals help to return the facility to its proper condition. All tables and chairs need to be returned to whence they came. Trash needs to be picked up, locker rooms picked up, concessions and lost and found need to be loaded up to be stored, and the deck needs to be washed down. This usually goes pretty quickly with enough people helping.

Clerk of Course

The Clerk of Course is in charge of the "bullpen" area where the swimmers gather as the time of their event nears. The Clerk of Course obtains heat sheets from the computer table and distributes them to the age group parents. S/he helps to organize the swimmers by announcing each race event (event number, age group, and type of event) to the swimmers and age group parents early enough to allow sufficient time to gather all swimmers for that event in the bullpen. The Clerk of Course makes sure that swimmers are lined up appropriately by Heat and Lane and sent to the lanes for their events in a timely manner, and ensures that the number of swimmers behind the lane is sufficient to keep the meet running in a timely manner. The Clerk of Course must arrive at least 60 minutes prior to the start of the meet. This job finishes after the final heat of the meet is complete.

Computer Chair

TRAINING REQUIRED: COMPUTER CHAIR - FULLY TRAINED

The Computer Chair works alongside the Timing Console Operator. The Computer Chair gets the times from the timing console and if there is a discrepancy between the times from the touchpad and the pickle (button attached to the touch pads), s/he will

consult the timers' sheets to determine the correct time. The Computer Chair will print the heat sheets for coaches, officials, clerk of course, and age group parents and the timer sheets for the timers. S/he will also print and/or e-mail the meet results to the coaches. Training is necessary for this position and can be had alongside a more experienced Computer Chair by signing up as a Computer Chair Trainee for one or more meets. This position should arrive prior to or at the start of the warm-up period.

Computer Chair Trainee

The Computer Chair Trainee works alongside the Computer Chair to learn and gain experience with the Computer Chair role. The Computer Chair works alongside the Timing Console Operator. The Computer Chair gets the times from the timing console and if there is a discrepancy between the times from the touchpad and the pickle (button attached to the touch pads), s/he will consult the timers' sheets to determine the correct time. The Computer Chair will print the heat sheets for coaches, officials, clerk of course, and age group parents and the timer sheets for the timers. S/he will also print and/or e-mail the meet results to the coaches. Working in the Computer Chair Trainee position over multiple meets offers the experience necessary to eventually serve as Computer Chair. This position should arrive prior to or at the start of the warm-up period.

Concession Helper

Concession helpers sell the items (e.g., food, beverages, heat sheets), collect and safeguard the money, restock whatever needs restocking, and generally assist the Concession Coordinator. It is important to have more than two Concession Helpers at a time so that each concessionaire can step away to watch their children swim without leaving the stand unattended.

Food Pick-Up (At Championships Only)

For Championships, depending on what Hospitality requires, we may need folks to pick up food that has been donated and deliver it to the pool in time for lunch for the coaches and officials. The timing of this position will depend a bit on the pace of the morning session.

Head Timer

This individual ensures the appropriate number of timers prior to and throughout the meet, instructs the timers prior to the meet, and makes sure the timers have everything they need throughout the meet. It is helpful for the Head Timer to be an experienced timer. Approximately 30 mins. before the start of the meet, the Head Timer will ask the Announcer to call for all timers to meet by the computer console. The Head Timer will instruct the timers on appropriate procedures to ensure accurate times, answer any questions, and hand out stopwatches and timer sheets. At the start of each event, the Head Timer will start two watches and then monitor the line of timers throughout the event. If a timer has a watch malfunction, they will raise their hands and the Head

Timer will bring one of the extra watches s/he started to them immediately. The Head Timer is also in charge of finding replacement timers if needed. This usually involves telling one of our more mobile volunteers to find a replacement for whatever lane needs a break. The Head Timer cannot leave his/her position to track down timers and thus needs to enlist the help of others should this be needed.

Heat Winner Award Giver (At Championships Only)

At Championships, the Heat Winner Award Givers give out the heat winner ribbon to the swimmer winning each heat. This person must be able to pay attention to whichever swimmer wins each heat as well as be able to get to that swimmer immediately after the heat before they move on. It is helpful to have at least 2 individuals in this role at the same time.

Hospitality (At Championships Only)

For Championships, Hospitality works to feed all coaches, officials, and full time volunteers. This involves asking for donations of food in advance of Championships and arranging with the Food Pick-Up volunteers to get it to the pool in time for lunch for coaches and officials on Championship Day, and providing snacks and beverages for coaches, officials, timers, and other volunteers throughout Championships.

Meet Photographer

Responsible for taking high-quality, high-resolution photographs at the meet for team publicity, web site, team photo and/or newsletter use. Takes candid photos of the swimmers and parents during the meets and posts them to the team website following the meet. Provides photos as needed to Meet Publicity. Meet Photographers should use a high quality, high-resolution camera to ensure that photos will be useful for a range of purposes.

Place Judge

Place Judges monitor all lanes during each event to visually determine the order in which swimmers finish. This provides an important additional source of information for determining and confirming results. Place Judges are seated on the pool deck in a position with good visibility of each event finish for the duration of the meet. Place Judges should arrive during warm-ups.

Referee

TRAINING REQUIRED: STROKE AND TURN JUDGE - CLINIC COMPLETED
REFEREE - FULLY TRAINED

The Referee knows the rules for both the RACE League and USA swimming, keeps the meet flowing, and is in charge of how and when each heat/race is turned over to the

Starter. This position requires training, including attendance at the Officials and Stroke & Turn Judge Clinic and training alongside an experienced Referee.

Relief Timer

Relief Timers are responsible for relieving Timers as needed for whatever reason. Relief Timers should be present for the instructions from the Head Timer approximately 30 minutes prior to the start of the meet, and should be on hand during the meet so that the Head Timer can find them easily in order to direct them to whatever lane needs a break.

Ribbons/Awards

These volunteers get the ribbon box ready at the first of the summer season by placing a folder for each swimmer in the ribbon box. During the meet: place labels on ribbons; sort and file ribbons into swimmer file folders. This job keeps you sitting down and may require you to keep working for a short while after the meet is over.

Runner/Poster/Gofer

This person gathers up the timer sheets from the Timers after each event and takes them to the Computer Chair. The Runner/Poster/Gofer also relays messages between meet personnel who cannot leave their posts. At Championships, this person also posts the results in designated areas as the meet progresses.

Set-Up Crew

The Set-Up Crew helps at the pool prior to a meet—the evening before a swim meet and sometimes the day of the meet prior meet start. This position does not have any obligations during a meet itself. The Set-Up Crew puts out tables and chairs for concessions, and chairs for the teams, timers, place judge(s). Signs may need to be posted and hazards may need to be removed or roped off.

Starter

TRAINING REQUIRED: STROKE AND TURN JUDGE - CLINIC COMPLETED

STARTER - FULLY TRAINED

The Starter works on deck with the Referee to officially start each heat. The Starter tells swimmers when to take their mark and then pushes a button to sound the tone and flash the light that indicate the start of each heat/race. This position requires training, including attendance at the Officials and Stroke & Turn Judge Clinic and training alongside an experienced Starter.

Starter Trainee

This Trainee position works alongside an experienced Starter to learn the position. The Starter works on deck with the Referee to officially start each heat. The Starter tells swimmers when to take their mark and then pushes a button to sound the tone and flash the light that indicate the start of each heat/race. In addition to working alongside

an experienced Starter, other official training may be required to move from Starter Trainee to Starter.

Stroke & Turn Judge

TRAINING REQUIRED: STROKE AND TURN JUDGE - CLINIC COMPLETED

STROKE AND TURN JUDGE - FULLY TRAINED

Stroke and Turn Judges use their eyes and a thorough knowledge of swimming strokes to determine whether the swimmers in the lanes assigned to them are swimming legally. They monitor the swimmers throughout each event to be sure they are swimming according to the rules for each stroke and race. They make notes of any infractions on paper, which then help to determine whether swimmers are disqualified in a particular event. This position requires a thorough knowledge of all strokes and how they are defined for our league. Training is required for this position, including attendance at a designated Stroke & Turn Clinic and experience gained from serving as a Stroke & Turn Judge Trainee. The team usually holds a Stroke & Turn Clinic clinic before the first meet of each season, and after completing the clinic there are opportunities at each meet to gain experience as a Stroke & Turn Judge Trainee alongside an experienced Stroke & Turn Judge.

Stroke & Turn Trainee

TRAINING REQUIRED: STROKE AND TURN JUDGE - CLINIC COMPLETED

Stroke and Turn Trainees gain valuable experience alongside experienced Stroke and Turn Judges. Stroke and Turn Judges use their eyes and a thorough knowledge of swimming strokes to determine whether the swimmers in the lanes assigned to them are swimming legally. They monitor the swimmers throughout each event to be sure they are swimming according to the rules for each stroke and race. They make notes of any infractions on paper, which then help to determine whether swimmers are disqualified in a particular event. This Trainee position requires attendance at a designated Stroke & Turn Clinic. The team usually holds a Stroke & Turn Clinic before the first meet of each season, and after completing the clinic there are opportunities at each meet to gain experience as a Stroke & Turn Trainee alongside an experienced Stroke & Turn Judge.

Timer

This is a critical yet straightforward position. Timers assure that each swimmer's times are determined as accurately as possible. Timers are also our last line of defense to assure that each swimmer swims when and where s/he is supposed to (important in order for each swimmer to be associated with his or her actual time). Timers will be given instructions on deck before each meet by the Head Timer. There are always two timers per lane, typically from different teams. All Timers are required to attend a Timers' meeting about 15 minutes before the meet session starts. This meeting is led by the Head Timer, who will tell you how to do the job and assign you a lane. When instructed to by the Head Timer, you should stand/sit by the lane you will be timing. Timing involves starting the stop watch on the start and stopping it when the swimmer

in your lane touches the wall. You will then write down the time, clear your watch, and be ready to start all over again with the next race. Timers are expected to time the entire session. Parents can switch off during the session. This position does not require special skills and can be handled by off-duty swimmers if needed as well as grandparents and other friends.

Timing Console Operator

TRAINING REQUIRED: TIMING CONSOLE OPERATOR - FULLY TRAINED

The timing console is the machine that interfaces with the touch pads, scoreboard, and computer for scoring. The Timing Console Operator needs to pay attention to each heat and reset the console after each race. S/he must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for this position—this can take place working alongside an experienced operator. As this position is critical to the efficiency of the meet and takes a good bit of concentration, we would like to have as many trained Timing Console Operators as possible so that they can relieve each other as needed during the meet. If you are interested in learning this position, we encourage you to sign up for the position below (Timing Console Trainee).

Timing Console Trainee

This Trainee position offers the opportunity to learn and gain experience alongside an experienced Timing Console Operator. The timing console is the machine that interfaces with the touch pads, scoreboard, and computer for scoring. The Timing Console Operator needs to pay attention to each heat and reset the console after each race. S/he must take note of race number and turn off any lanes that don't have swimmers in them. Training is necessary for the Timing Console Operator position—this can take place working alongside an experienced Operator in this Trainee position. As this position is critical to the efficiency of the meet and takes a good bit of concentration, we would like to have as many trained Timing Console Operators as possible so that they can relieve each other as needed during the meet.

Concession Food Coordinator

Is responsible for all concessions operations and money. Helps set up the schedule for those working the concessions (Concession Helpers. Purchases the necessary food and beverages to be sold, brings change to the meet, and keeps all records relating to the operations of running the concessions. For Championships, the Concession Food Coordinator works closely with Hospitality. This position is often a season-long position.

Social Event Coordinator

The Social Event Coordinator is responsible for planning activities/social events for the team (e.g., ice cream &/or pizza parties, 4th of July parade, lap-a-thon breakfast, end of season potluck). Depending on interest of volunteers, this may be a season-long position or it may be assigned separately for each social event.

Publicity

Writes articles about the meets and meet results and ensures their dissemination on the team website, newsletter, and *The Messenger* and other local news outlets. This individual should use the final meet results and consult with the coaches in composing the article to ensure accuracy and appropriate coverage of swimmers' accomplishments. This should take place fairly soon after each meet but does not require a commitment on a particular day or time of day. This position is often a season-long position but may be assigned separately for each meet.