

## **VOLUNTEER POSITION DESCRIPTIONS**

### **CONCESSIONS**

The Concessions volunteers prepare and sell food to attendees at home meets only. First shift includes set up, and second shift includes clean up.

### **DATA VERIFICATION**

Data Verification is the last step in the race results posting process. Verifiers check the results of each race after the Computers volunteers prepare them to ensure that the final results accurately reflect the data gathered by the Lane Timers or the Dolphin timing system. Verifiers also ensure that any disqualifications (DQs) are properly reflected in the results.

### **EVENT TRACKER**

The Event Tracker is responsible for keeping the event board accurate and up to date during home meets only.

### **EXCHANGE JUDGE**

An Exchange Judge's responsibility is to observe exchanges during relays to determine their compliance with league requirements.

### **HEAT RIBBON DISTRIBUTION**

The Heat Ribbon Distribution volunteer is responsible for handing out a black Heat Ribbon to the swimmer(s) who finish(es) first in each heat at home meets only.

### **LANE TIMER**

The Lane Timer keeps accurate time of the swimmers in the lane to which they are assigned. Lane Timers also verify that the event card/sheet is correct for their lane, swimmer and event.

### **MEET CLEAN-UP**

The Meet Clean-Up volunteer ensures the bathrooms are clean and supplied before, during and after home meets only. The volunteer also empties trash cans around the Bella Mar pool, pavilion and clubhouse areas and cleans up all trash at the end of the meet.

### **MEET SET-UP/TAKE DOWN**

This volunteer position requires you to arrive at the meet early to set up and stay after the meet ends to clean up.

Home meet set up consists of setting up tents and ready benches and getting the pool and deck ready for the meet. Away meet set up includes setting up the tents only.

### **PARKING**

The Parking volunteers arrive early at the meet to set up parking cones and direct cars to available parking for home meets only.

### **PHOTOGRAPHER**

The meet Photographer documents the swim meet by taking photos of swimmers, coaches, volunteers and parents before and during the meet.

### **READY BENCH**

Ready Bench volunteers organize the swimmers into the proper heat and lane as they are ready to swim their event.

### **RIBBONS**

Ribbons volunteers are responsible for attaching race results stickers to place ribbons and filing the ribbons in the family folders.

### **RUNNER**

The Runner is responsible for obtaining the completed event cards, sheets and disqualification (DQ) slips for each race from the Lane Timers and judges, and then delivering the cards, sheets and DQ slips to the Scoring volunteers for home meets only.

Runner is a fast-paced job and requires the volunteer to move quickly around the pool deck for several hours.

### **STROKE JUDGE**

A Stroke Judge's responsibility is to observe strokes, turns, touches and finishes to determine their compliance with league requirements.

### **HEAD STROKE JUDGE**

The Head Stroke Judge's responsibility is to conduct the Stroke and Exchange Judge meeting at the beginning of the meet to give instructions to the judges. The Head Stroke Judge also serves in the same capacity of a regular Stroke Judge during the meet, observing strokes, turns, touches and finishes to determine their compliance with league requirements.

### **TENT PARENT**

The Tent Parent is responsible for lining up swimmers for their events and escorting them to the Ready Bench; ensuring swimmers return to the tent after they swim their event; escorting swimmers to the bathroom; tracking swimmers as they leave and enter the tent; and ensuring swimmers' safety while in the tent.

### **TENT TRANSPORT**

The Tent Transport volunteers are responsible for picking up the tents and supply bins from the Bella Mar shed the day before an away meet and transporting them to the meet the next day. This requires a

large vehicle. Tent Transport volunteers also assist the Meet Set Up/Take Down volunteers with tent assembly. After the meet, the Tent Transport volunteers assist the Meet Set Up/Take Down volunteers with taking down the tents, and then transport the tents and supply bins back to the Bella Mar shed.