

## ***Volunteer Positions***

Summer swim teams cannot function without Parent and Family assistance during meets. We require that every family volunteer for a minimum of one shift during meets with one (or more) of the following capacities:

**Volunteer Coordinator:** The Volunteer Coordinator assists with identifying volunteer needs for each meet (Home and Away) and helps with the signing-up of volunteers for all required positions.

**Officials:** Needed for both home and away meets. While Officials are parent volunteers, training at the league certification clinic is required.

Stroke and Turn Officials:

- Stroke and Turn Officials observe the swimmers during a heat to ensure that their strokes and turns are legal according to USA Swimming rules.
- Writes disqualifications (DQ) Slip if the swimmer does not comply with the stroke and/or turn rules.

The Starter:

- Requires at least 2 years of Stroke and Turn Official experience.
- Is responsible for ensuring that all swimmers receive a fair and equitable start.
- The Starter signals the start of the heat by instructing the swimmers to “Take your mark” and gives the starting signal once all swimmers are stationary.

The Referee:

- Requires at least 2 years of Stroke and Turn Official experience.
- Has full authority over all officials, enforces all applicable rules, and can decide all questions relating to the actual conduct of the meet.
- Before each heat, signals the Starter that all Officials are in position, that the course is clear, and the competition can begin.
- Signs off on all DQ Slips.

**Clerk of Course:** Needed for both home and away meets. This job is done with a parent from the other team. The Clerk of Course is the heart of the swim meet. This group gets the swimmers lined up for their heats/races and gets them to the right place at the right time. Swimmers report to the clerk prior to their scheduled event to receive a time card with their heat and lane assignment for that event. The children then take their place in proper order for the event.

The Clerk(s):

- Responsible for all of the paperwork at the meet prior to the swimmer's event.
- Seeds each swimmer in each event to a heat and lane according to their submitted entry time.
- Clerk of Course requires training at the league certification clinic.

The Assistant(s):

- Gathers the children who are participating in a particular event together using the “Event Cards.” After roll call, the cards are returned to the clerk for seeding.
- Walks young swimmers to their assigned lane at the start of their event (Mother Hen/Father Rooster).
- Does not require training

**Head Timer:** Needed for both home and away meets. A Head Timer is an experienced timer that hands out the stopwatches, explains how to use them and acts as a backup timer. The Head Timer starts their watches when the starter horn sounds and looks out at the timers for a raised hand. A timer that raises their hand has a watch failure. The head timer will switch watches with the lane timer.

**Lane Timers:** Needed for both home and away meets. The timers and recorders make up the largest group of volunteers. In order to commence a meet there must be 3 timers and 1 recorder per lane. Lane timers time the swimmers in their lane, report that time to the recorder, reset their watch, and wait for the next heat to start their watch again. Most parent volunteers start as timers. The only skill or knowledge required is the working of a stopwatch. The most important single statistic at a swim meet is the time a swimmer achieved during their race. This is also the "best seat in the house"- right at the finish! Also, you WILL get wet, especially your feet, so plan accordingly! You will be standing and exposed to the elements the entire time.

**Recorders:** Needed for both home and away meets. The recorders sit on the deck (chairs provided) and when the Lane Timers report the times write the swimmers times down on cards that will be scored. Cards are delivered by swimmers, timers call the times out after the swimmer completes their event and a Score Card Runner will pick up the cards after it's filled out. In addition they ensure the right swimmer is in the correct heat and lane before the start. There is one recorder is required per lane (usually seated). This is a good job for a new parent volunteer.

**Score Card Runner:** Needed for both home and away meets. At the end of each heat/race, one Runner will go along the lanes and collect the swimmers time cards from the Recorder and takes them to the Scoring Table. Additionally, for 25 meter races, brings cards from the swimmers to the recorder at the beginning of the heat/race. The runner may work with the official to collect DQ Slips before bringing the cards to scoring. This is a good job for a new parent volunteer.

**Heat Ribbons:** Needed for both home and away meets. Watches the end of each heat to see who has touched the wall first and then make your way to that swimmer and hand them their heat ribbon. If it's too close to call both swimmers get ribbons. This is especially rewarding with the younger swimmers who LOVE winning these! You will be standing the entire time, walking back and forth.

**Scorer/Verifier:** Needed for both home and away meets. Once a heat is finished, the Score Card Runner brings the swimmer's time cards to the Scoring Table. Here the Scorers and Verifiers work together to figure out the official time for each swimmers heat (Scorer) and it is

then verified by the Verifier. Each card will have 3 times written on it the scorer determines the final time based on the rules set by PWSL. In addition scoring will work with the meet officials to collect and validate DQs. When completing an event the scorers send the events cards to the computer people to enter in the computer. Verifying ensures the computer people did not make any mistakes checking cards against the computer results. Verifiers determine when the event results are official and have them posted for the swimmers to see. Positions require an attention to detail but are easy to learn after a few minutes of training. For this position, you will be sitting, and under a cover of some sort...in most cases.

**Computer Operator:** Needed for both home and away meets. Responsible for electronic meet entries prior to the swim meet and data entry of meet results at the meet. The biggest part of this job is done the week prior to a swim meet; getting all meet entries entered into the computer and printing event cards for the Clerk of Course. After the Scorer/Verifiers are done doing their job, the swimmer's time cards are then given to the Computer Operator who then enters, or assists with entering, the swimmers times into the computer. The computer automatically determines the place of each swimmer and prints out labels that will be put on the ribbons. You will be seated, under cover the entire time. The computer operator always needs a volunteer or two on the day of the meet to help enter event results.

**Ribbon Labelers:** Needed for both home and away meets. The job begins later in the meet and usually runs until a little after the swimming ends. After events are run the computer people print out labels for the award ribbons. Ribbon people stick the labels on the correct ribbons, sort then by team and age. Each age group is alphabetized and passed to the coaches. This is as easy as it comes and a great position for those with younger kids. You will sit at a table with other Ribbon Labelers, usually under cover. You will only work periodically throughout your shift. You have a lot more flexibility here to walk away if needed. This is a good job for a new parent volunteer.

**Marshall:** Needed for home meets only. Controls traffic flow in and around the parking lot before the meet operations begins and during the first part of the meet. Ensures parking spaces reserved for handicapped users, concessions and equipment are not taken by unauthorized users.

**Announcer:** Needed for home meets only. The Announcer calls out the upcoming events to alert the children to clerk of course. An event timeline is provided and the announcer lets swimmers know when it's time to line up and where to report. The announcer's job also entails making special announcements like finding a swimmer for a coach or parent or reporting the meet score.

**Deck water delivery:** Needed for home meets only. Brings water to the on-deck volunteers including lane timers, recorders, and officials. This can be done by an older swimmer.

**Apparel Sales:** Needed for home meets only. You are responsible for the set-up and clean-up of the apparel area as well as collecting money/making change.

**Concessions:** Needed for home meets only. Responsible for the set-up and clean-up of the concession area, preparing food for swimmers/families and collecting money/making change.

**Grill Master:** Needed for home meets only. Responsible for grilling hamburgers and hot dogs, setting the grills up, and break down/clean-up. This position doesn't quite run as long as the other shifts, as the grills don't run quite the entire swim meet. You will be located outside the pool gates and will be fairly busy the entire shift.

**Meet Setup and Take-Down:** Needed for home meets only. All available families are expected to help. The setup crew sets up all the tents, tables and all other equipment necessary for the meet on the Friday evening before a home meet. The take-down crew is responsible for putting everything back in its proper place and retrieving all trash and storing meet equipment. This means removing lane lines and backstroke flags, returning tables, chairs, and lounges to their original spots, and disassembling shade canopies, and picking up all lost and found items. By approximately 12:30 pm the pool should be ready to re-open to the public.